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Dolphin Computer Access

# EasePublisher

Version 2.1

044FMANP210



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## CHAPTER 1

# Introduction

### About EasePublisher



"Total authoring power, in one solution"



EasePublisher is the revolutionary authoring solution from Dolphin Audio Publishing for creating multimedia content that unites text, audio and images.

EasePublisher empowers publishers and content providers to use the latest standards and technologies for delivering richer, more powerful content for education, leisure, information provision and access markets.

Whilst text, audio, and images used in isolation to each other will always have a use, there are areas that currently utilise these elements in isolation to each other that can benefit greatly by combining them. Anyone learning a new language benefits significantly when an association is made between the spoken word and the associated text, speeding up the learning process.

EasePublisher is the only authoring solution to allow the easy creation of multimedia content that conforms to recognised worldwide standards such as the Digital Accessible Information System (DAISY) format. DAISY books provide the option of reading the text and listening to the audio independently or simultaneously - you decide! EasePublisher is the most efficient means of creating DAISY books. From automatically formatting text for synchronising with audio to automatically generating synthesised speech and synchronising with text, EasePublisher is the one-stop solution for creating, editing and distributing powerful multimedia content.

EasePublisher has been developed as a result of almost 10 years experience in creating multimedia authoring and conversion tools and combining all this into one simple to use powerful software solution.

#### Compliant with the latest standards

EasePublisher complies with the latest standards as defined by the DAISY Consortium. It is important that content created as "DAISY" adheres to the specific standards so that publishers can be sure that their content will play in all DAISY playback and delivery devices.

#### Creating content with EasePublisher... It's so easy...

Creating fully synchronised text and audio content in EasePublisher is simple. Whether you already have your text and audio in another format or have not yet recorded your audio or created your text, EasePublisher has the flexibility to create powerful multimedia content from existing or new sources.

EasePublisher can import and structure existing HTML and TXT files directly into the production using a simple to use wizard.

EasePublisher also has an HTML editor. This allows text that has been imported and structured to be edited further if required. Text may be

added or deleted, images and video embedded or colours and fonts altered.

The HTML editor also allows the creation and structuring of new documents directly within it. This dispenses with the need to use third party HTML editors to create content.

#### "Sync as you hear"

Wave files or MP3 files can be imported into the production and synchronised with the text using EasePublisher's unique and revolutionary "**Sync as you hear**" method that is unavailable in any other text and audio synchronisation software. No need to "cut" the audio stream up, just listen to the audio and press the synchronisation command at the appropriate point. In tests, this proved at least 4 times faster than using conventional products to synchronise text and audio together and it is so efficient that an experienced user can synchronise text and audio, virtually in real-time.

#### "Sync as you speak"

EasePublisher is also a professional recording programme. By connecting a microphone to the PC system, it is possible to record live audio directly into the production and simultaneously synchronise this with the on-screen text using the "**Sync as you Speak**" method. Simply narrate the on-screen text and press the synchronisation command at the appropriate point.

#### Text to DAISY - In an instant!

Need full text and audio content in a hurry? No time or resources to use a human narrator or do not have pre-recorded audio to import? EasePublisher is the solution.

EasePublisher has a **Text to Speech (TTS) Encoder** that allows full DAISY productions to be created by automatically generating fully synchronised and synthesised recordings of the on-screen text, in a fraction of the time that it takes to use a human narrator. To demonstrate just how efficient this is, a production that when recorded by a narrator takes 30 minutes to record and synchronise can be produced in about 15 seconds on an average specification desktop PC using the TTS Encoding option - Ideal for creating content to tight deadlines or content not requiring the higher quality human narration provides.

## Key features

- HTML Editing - Create documents directly in EasePublisher and easily edit existing productions.
- Automatic "Mark-up" of documents - Synchronisation structure is automatically created through the recognition of punctuation in the documents.
- "Synch as you hear" - Synchronise imported audio files with the corresponding text in real-time.
- "Synch as you speak" - Synchronise text with audio as you narrate.
- Audio Processing - Resample, amplify, add silences, fade in, fade out, import, and export.
- Text to Speech (TTS) encoder. Automatically generate audio by synthesising the on screen text. The text and audio are automatically synchronised.
- Validator - Scans the completed production to ensure that the final output complies with specific standards
- Build and Protect - Compress the output into alternative formats and copy protect the content..

## Delivery of DAISY books

Content created using EasePublisher can be delivered using EasyReader, the DAISY audio eBook software player from Dolphin Audio Publishing or any other DAISY compatible readers.

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MPEG Layer-3 audio coding technology licensed from Fraunhofer IIS and Thompson.

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The screenshots and dialogs included in this documentation are intended to illustrate procedures within EasePublisher and may differ slightly from those in the current software release.

## 1.2 Minimum System Requirements

The minimum system requirements shown below are to be used as guidelines only. The actual performance of your PC will vary according to the application software, memory, sound and video hardware that you use.

We recommend that if using a "desktop" PC, for optimum performance the PC does NOT have "on-board" sound and graphics i.e. the mother board of the PC does not have the sound chip and graphics chip built directly into it.

Note: Laptop PC's are usually specifically designed to optimise the use of their built in sound and video, thus the not "on-board" recommendation does not generally apply to Laptops.

Minimum requirement:

- Pentium III 750 MHz is minimum, we recommend Pentium III 1 GHz.
- One free USB Port.
- Microsoft Windows 2000 or XP.
- Internet Explorer 6.
- 256 Mb RAM is minimum, we recommend 512 MB
- 125MB of hard-disk space for installation.
- Several GB of free diskspace to store the productions (multimedia productions needs plenty of diskspace)
- CD-ROM Drive. Access to a CD-writer is recommended
- 16 bit (65536 colors) graphic resolution.
- 1024 x 768 monitor resolution.
- Multimedia soundcard and speakers. It is recommended to use a separate soundcard i.e. not on-board
- Microphone and necessary external devices for recording

### 1.3 What's New?

These are the major feature changes in this version release.

- NISO Z39.86-2005 output support.  
EasePublisher now supports the latest standard (Z39.86-2005) as type 1 and 2 DTBs.
- Word documents input support.  
If Microsoft Word 2003 exists on the machine, EasePublisher is now able to convert DOC and RTF files when the user adds new documents to the DTB.
- TTS pronunciation lexicon.  
A simple pronunciation lexicon and editor is now included together with the TTS feature.
- Improved output file names.

To improve the naming of the DTB's audio file names, the user can now easily tell EasePublisher to translate certain local characters to valid characters for a DTB. E.g. the Swedish letters "ö" and "ä" can be translated to "o" and "a". This will make the file names more understandable when e.g. displaying the file names in a MP3 player.

- Record over headings.

Before this release, when the narrators reached the end of a heading, they had to press stop, navigate to next heading and then press record again to continue the narration. In this release this "next heading" navigation is done automatically when pressing the "synch text" button at the end of a heading.

EasePublisher will take care of the navigation and automatically start the recording. This is very convenient for the narrator, as he/she is now able to narrate the whole DTB, without unnecessary navigations and stops.

- Import audio dialog.

The audio files in the list can now be moved up/down.

- Product activation.

EasePublisher will run as a 30 day trial version until such time as it is activated. Product activation is required in order to obtain a software licence and upon activation your product will automatically become a full unlimited version. You can activate your product at anytime during the first 30 days, by selecting "Activate now".

Product activation can be achieved automatically by using the Internet activation process or by obtaining an activation code from your Dolphin dealer.



## CHAPTER 2

# Product activation

After installing your licensed copy of Dolphin EasePublisher, it is then necessary to activate the product. Product activation is required in order to obtain a software licence. Without a software licence Dolphin EasePublisher will only run for 30 days.

**WARNING** - please ensure you review the End User Licence Agreement before activating. Once Dolphin EasePublisher has been activated a refund is not available.

If product activation remains outstanding then you will be informed regularly that product activation is required and of the number of days remaining before Dolphin EasePublisher expires. When you are presented with the product activation dialog you can choose "Activate now" or "Remind me later".

### Activate now.

Product activation can be done in 3 ways: Internet activation, manual activation or via the entering of a multi user licence code.

- Internet activation.

Internet activation is the simplest procedure because activation is automatic. This will require you to have an Internet connection. The procedure will connect to the Dolphin server where EasePublisher will be automatically allocated an activation code.

- Manual activation.

The manual process will require you to enter an activation code that is based upon your unique product key. Your product key value is shown during the manual activation process.

To obtain an activation code you should contact your local Dolphin dealer and report to them your product key. From this key they will be able to issue you with an activation code.

- Multi user licence.

If you have purchased a multi user or network licence then you can enter in your unique multi user licence code. This is printed on your multi user licence software certificate.

**Remind me later.**

If you choose "Remind me later" you will then be informed regularly that activation is still required and of the number of days remaining to perform this task.

To re-commence the activation process you should restart Dolphin EasePublisher or select the "Activate" button found in the "About Dolphin EasePublisher" dialog. This dialog can be opened via the EasePublisher menu in Microsoft Word.

Uninstalling and re-installing EasePublisher onto the same computer does not result in an additional licence being required. If you require an additional licence then please contact your Dolphin dealer.

During the activation process Dolphin does not obtain any personal information from your computer besides your product licence key.

## CHAPTER 3

# Getting help with EasePublisher

There are a variety of ways to get help with EasePublisher. The product comes with a print manual and all of the documentation is available in an on-line help file.

## 3.1 On-line manual

To access the full on-line manual from within EasePublisher:

1. Start EasePublisher.
2. Press <F1> or select **Help>Help** from the top menu.

## 3.2 Product Support

Full Technical support is available for a period of 12 months. After this period, a maintenance contract must be taken out in order to continue receiving technical support.

For web-based technical support on your product visit [www.yourdolphin.com](http://www.yourdolphin.com) where a variety of technical services can be obtained that may prove useful especially outside working hours. They include:

- An on-line Knowledge Base with search capabilities.
- Product information.
- Links to mailing lists where clients can share articles, questions, tips and tricks.
- Product news and services.
- Information about available updates and upgrades.
- Occasionally downloadable enhancements.

**Technical Support in the UK can be contacted directly via:**

E-mail: [support@dolphinuk.co.uk](mailto:support@dolphinuk.co.uk)

Telephone: Support Desk : +44 (0)1905 754765

Telephone: Support Desk (local rate, UK only) : 0845 130 5454

Telephone: Dolphin Switchboard : +44 (0)1905 754577

Telephone: Dolphin switchboard (local rate, UK only) : 0845 130 5353

Fax: +44 (0)1905 754559

Telephone support in the UK is normally available on standard working days from 9am to 5:30pm, Monday to Friday. E-mail and Fax messages sent outside these hours may not be responded to until the next working day. Before calling the help desk, please make sure you know your serial number. Your serial number is displayed in EasePublisher's About box.

Postal address:

Technical Support  
Dolphin Computer Access Ltd.  
Technology House  
Blackpole Estate West  
Worcester  
WR3 8TJ  
United Kingdom

### 3.3 Your Serial Number

You may be asked to quote your product serial number in order to obtain support so make sure that you have registered your product first.

You can find your serial number in the following places:

- Printed on a sticker on the top of the box.
- Printed on the surface of the product CD.
- From within the About box of your software.

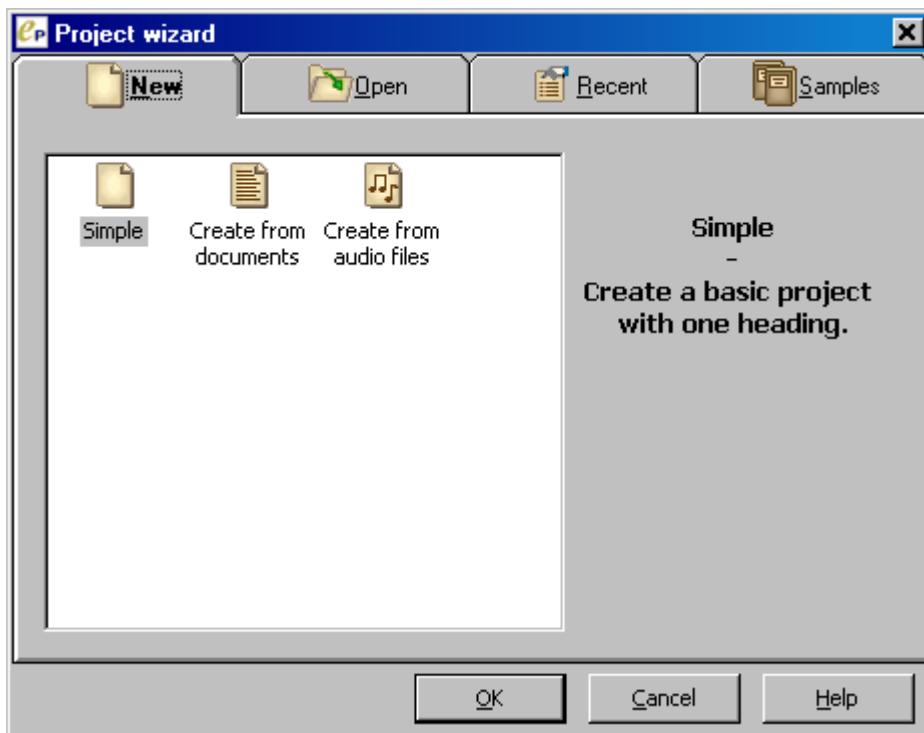
## CHAPTER 4

## Introducing the EasePublisher Interface

EasePublisher has been designed with an easy to use interface. However, the sheer amount of features that the software provides means that some explanation of the layout is needed for a first time user. Once you are familiar with the functions that each menu or button performs, you will find it very easy to create dynamic projects.

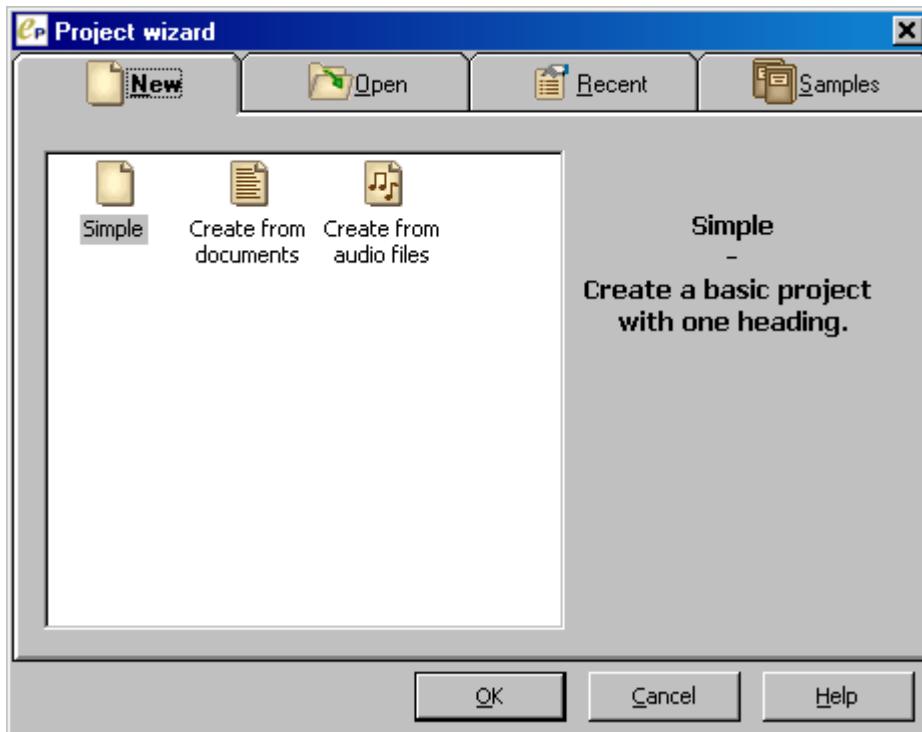
### 4.1 Project wizard

The "Project wizard" appears whenever the producer selects "**Create a new project**", "**Open project**", "**Recently used projects**" or "**Sample projects**" when EasePublisher is launched or each time the producer chooses to create a new project or open an existing project from the main screen of EasePublisher.



The following sections explain each of the four categories in the "**Project wizard**".

#### 4.1.1 Create a new project

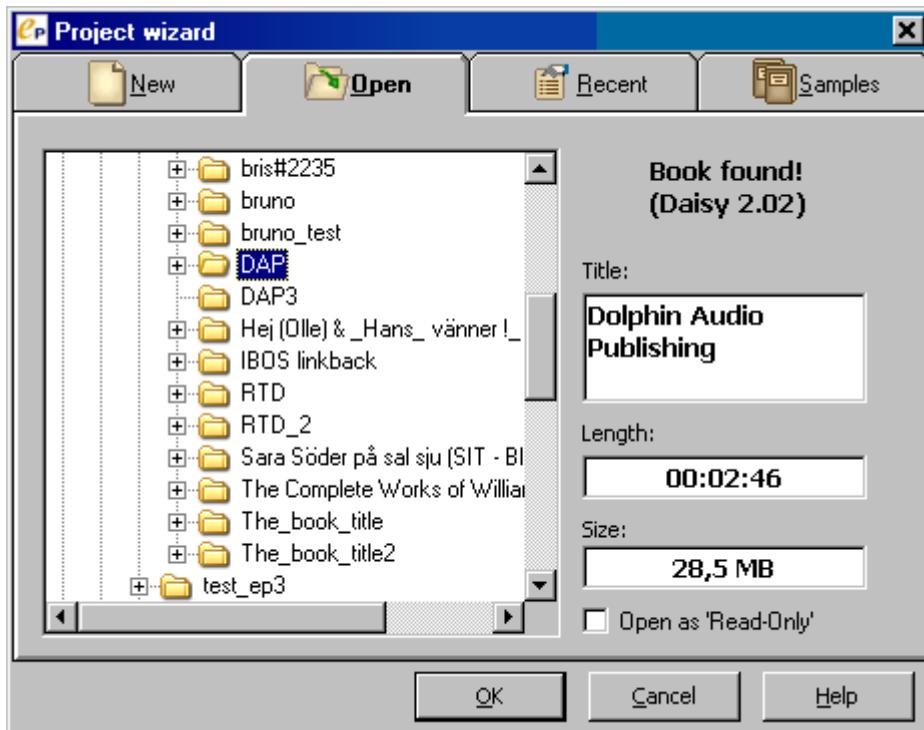


The "**New**" category gives the producer three options. These are:

- "Simple" - Create a new project and add the text and audio later.
- "Create from documents" - Create a new project by importing existing documents.
- "Create from audio files" - Create a new project by importing pre-recorded audio files.

To begin the creation of a new project, select which type of project to create and then "**OK**". For further information about creating a new project, please refer to the later section "**Creating a new project**".

#### 4.1.2 Open project

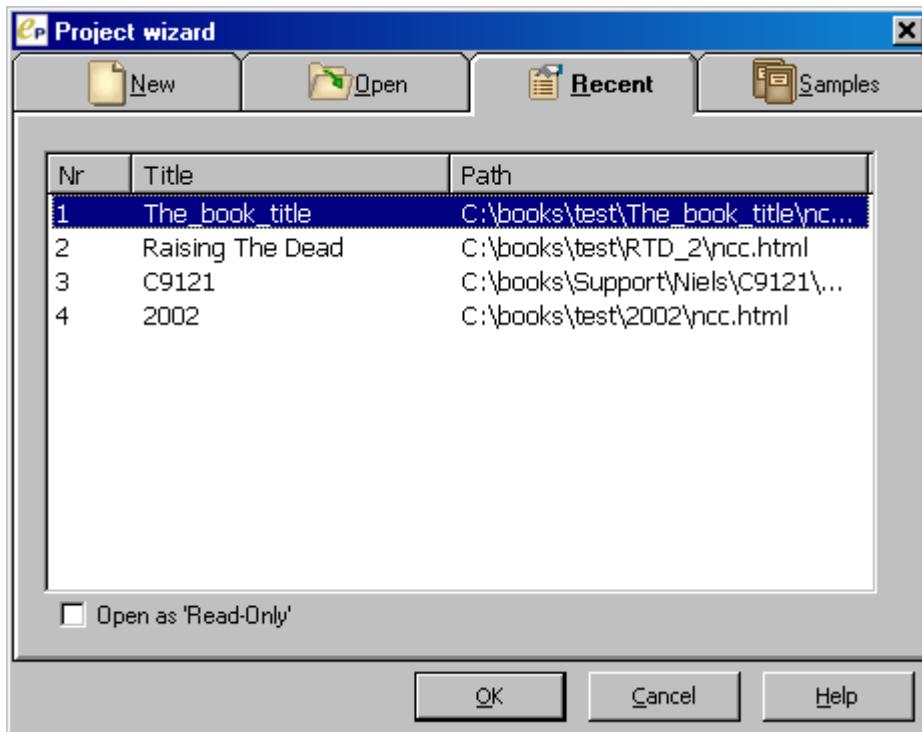


The "**Open**" category allows the producer to open an existing project. This is done by selecting the folder containing the project that you want to open and then selecting "**OK**".

The dialog contains additional information such as the title of the currently selected project, the playback length of the project and the file size.

It is also possible to open the project as "Read-Only" to prevent accidental alterations to the content. This is done by selecting the check box "**Open as 'Read-Only'**"

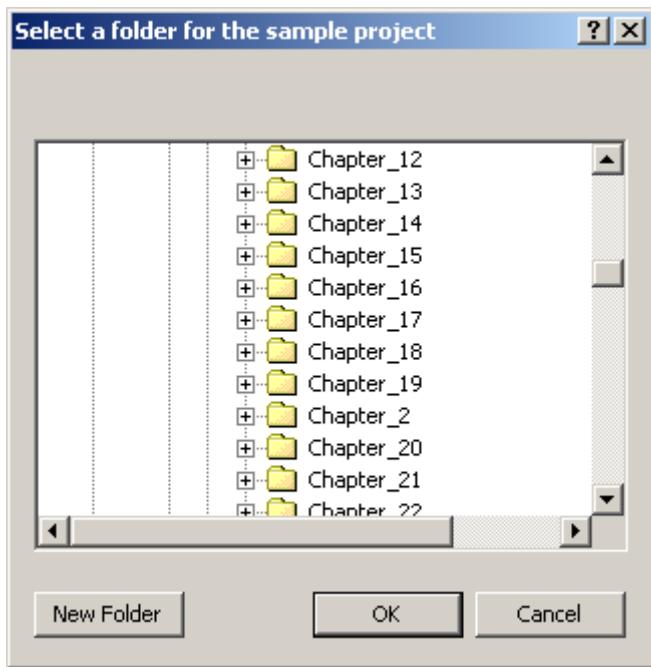
#### 4.1.3 Recently used projects



The "**Recent**" category displays the last four projects to be opened in EasePublisher. To open one of these projects, select the required project and then select "**OK**".

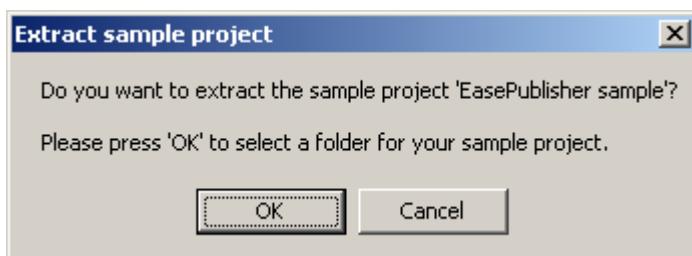
It is also possible to open the project as "Read-Only" to prevent accidental alterations to the content. This is done by selecting the check box "**Open as 'Read-Only'"**

#### 4.1.4 Sample projects

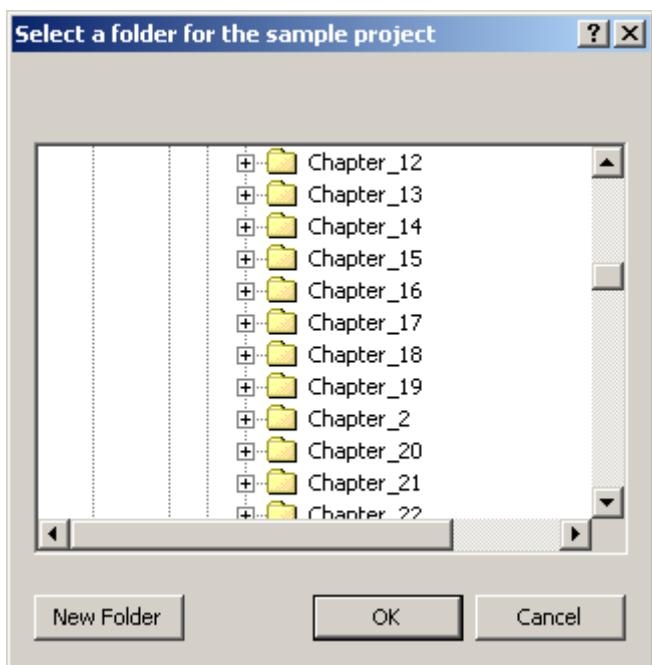


The "**Samples**" category allows the producer to open a sample project that is shipped with EasePublisher. To open one of these projects, select the required project and then select "**OK**".

A dialog will then ask if you want to extract the sample project.

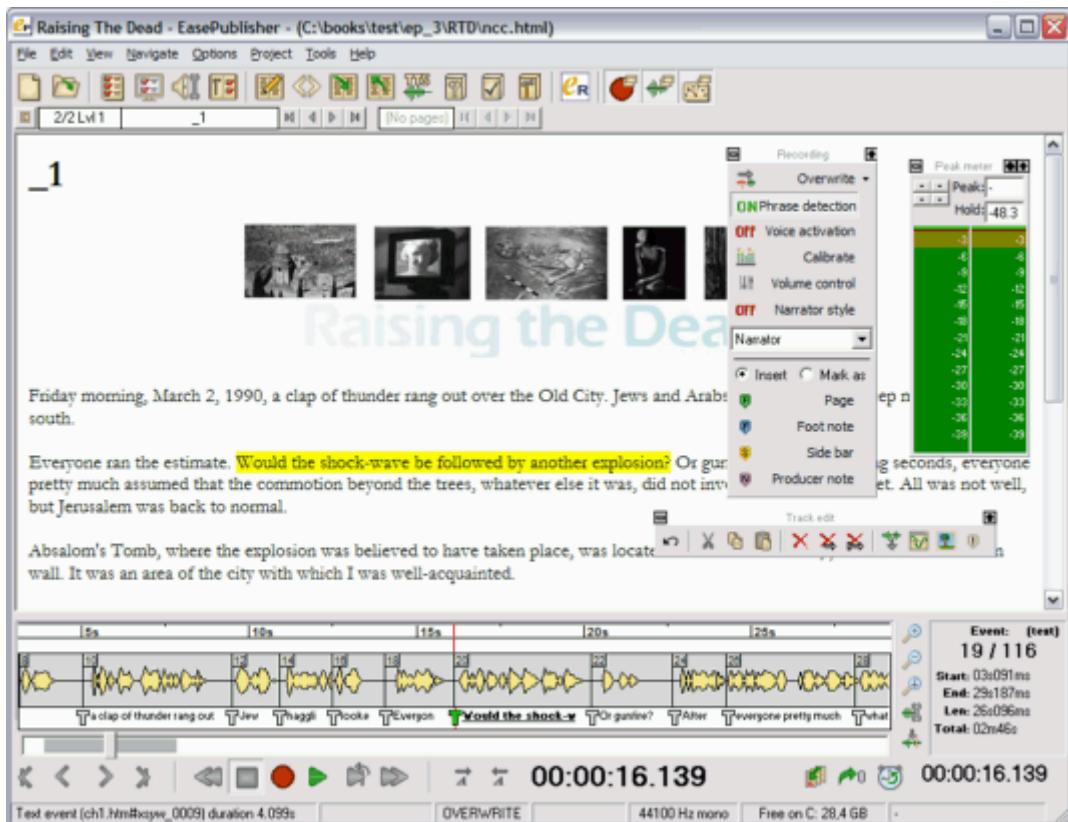


Selecting "**OK**" will then launch the "**Select a folder for the sample project**" dialog. Here, the producer selects where to extract the sample project to.



Select "**OK**" and the sample project will be extracted and opened in EasePublisher.

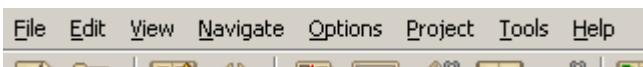
## 4.2 Main Screen



The main screen is where all of the audio-based functions are performed. This could be Text-To-Speech encoding, recording, editing, importing or synchronising with text and images - to name just a few of the functions.

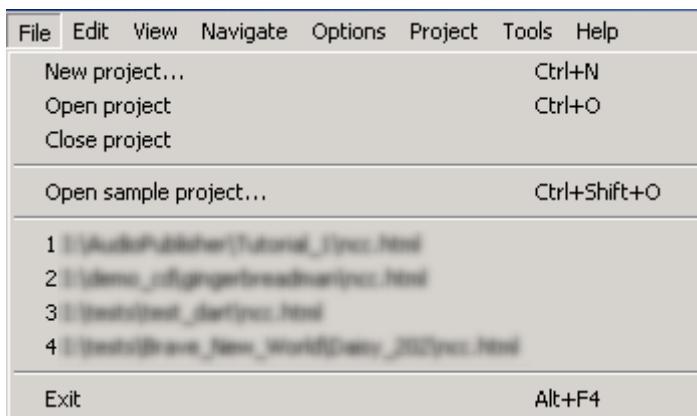
### 4.2.1 The Main Screen Menu Bar

The menu bar contains most functions and settings that are possible in EasePublisher.



The following sections detail the functions within each menu.

## File Menu



"New project": Opens the project wizard to allow the production of a new project.

"Open project": Opens the project wizard to allow an existing project to be opened.

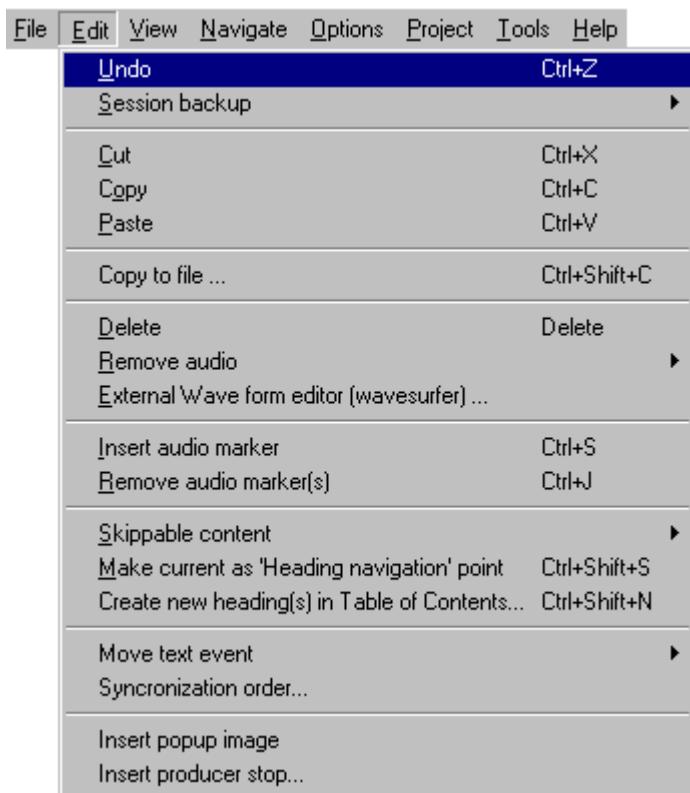
"Close project": Closes the current project and returns to the start-up screen.

"Open sample project": Open one of the pre-prepared projects that come installed with EasePublisher.

Recently used projects: The file menu contains a list of recently used projects that can be accessed quickly.

"Exit": Closes EasePublisher.

## Edit Menu



"Undo": Undo the last action performed.

"Session backup": Create backup of files excluding audio or restore a backup file.

>**"Undo Session"**: Undo the current project state to a previous backup.

>**"Make session backup now"**: Backup the current project state.

"Cut": Cut a section of audio to the clipboard.

"Copy": Copy a section of audio from the project to the clipboard.

"Paste": Paste the copied or cut audio from the clipboard to the current position in the heading.

"Copy to file": Copy a section of audio from the project and output as a new audio file.

"Delete": Delete a section of audio from the project.

"Remove audio": Automatically delete a large section of audio.

>**"All audio in heading"**: Deletes all audio from the current heading.

>**"From position to end in heading"**: Deletes audio from the current position to the end of the current heading.

>**"All audio in book"**: Deletes all audio from the book.

>**"From position to end in book"**: Deletes all audio from the current position in the heading to the end of the book.

"External wave form editor": Open the selected audio event in an external waveform editor for further editing.

"Insert audio marker": Insert an audio marker (navigation point) at the current position in the heading.

"Remove audio marker(s)": Deletes the currently selected audio markers (navigation points) from the heading.

"Skippable content": Adds elements that may be played or skipped during playback.

>**"Insert New"**: Add a new skippable element.

> "Page(s)": Add page(s) to the project.

> "Footnote": Add a footnote to the project.

> "Sidebar": Add a sidebar note to the project.

> "Producer note": Add a producer note to the project.

>**"Mark as"**: Mark the selected event as a skippable element.

> "Page(s)": Mark as a page.

> "Footnote": Mark as a footnote.

> "Sidebar": Mark as a sidebar.

> "Producer note": Mark as a producer note.

>**"Remove"**: Remove the currently selected "skippable" event.

"Make current as 'Heading navigation' point": Adds a new heading navigation point to the 'Table of Contents' at the current position.

"Create new heading(s) in Table of Contents": Add a new heading / new document to the NCC file / Table of Contents.

"Move text event": Moves a text event to the current position in the heading.

>**"Next available"**: Move the subsequent text event (from the right) to the current position in the heading.

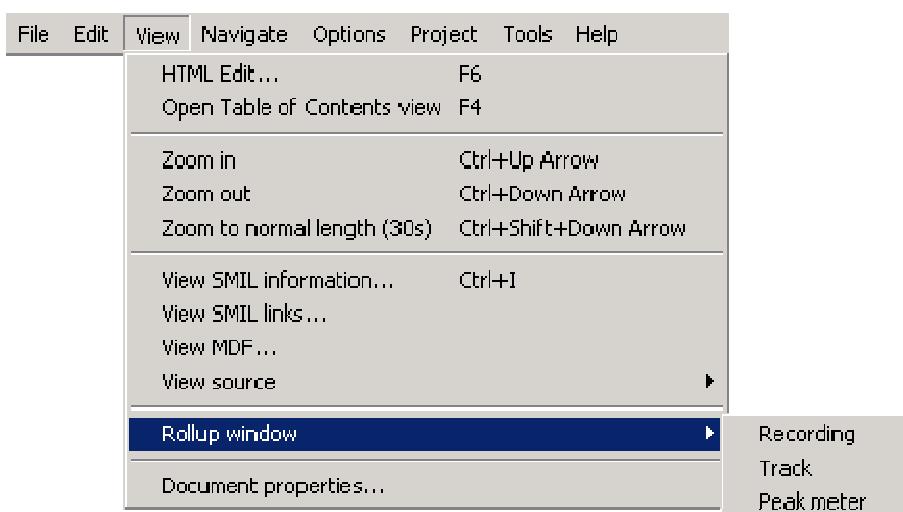
>**"Previous available"**: Move the previous text event (from the left) to the current position in the heading.

"Synchronization order": Launches the "**Edit synchronization order**" dialog.

"Insert popup image": Inserts a "pop-up" image at the current position in the heading.

"Insert producer stop": Inserts a "producer stop" marker at the current text event.

## View Menu



"HTML Edit": Launches the **HTML Editor**.

"Open Table of Contents view": Launches the Table of Contents window to allow the addition of, movement and removal of "NCC" items.

"Zoom in": Zooms into the waveform view up to a maximum of 050msec visible on screen at one time.

"Zoom out": Zooms out from the waveform..

"Zoom to normal (30s) / full": Toggles between adjusting the waveform visible to the default of 30 secs on screen at one time and zooming to the full length of the current heading.

"View SMIL Information": Launches the "SMIL event information" window to allow the user to view information specific to the current SMIL event.

"View SMIL links": Launches the "**SMIL references**" window to allow the deleting of SMIL references from the project.

"View MDF": Launches the "**Mark-up Definition Dialog**" to allow the viewing and editing of the projects MDF file.

"View source": Opens the projects source documents to allow viewing in the source code.

#### >"Daisy 2.02"

>"**Project NCC.HTMLDocument source viewer**" window.

>"**Source SMILDocument source viewer**" window.

>"**Source documentDocument source viewer**" window.

#### >"Z39.86-2002"

>"**Navigation NCXDocument source viewer**" window.

>"**OPF fileDocument source viewer**" window.

"Rollup window": Show/hide the floating rollup windows for...

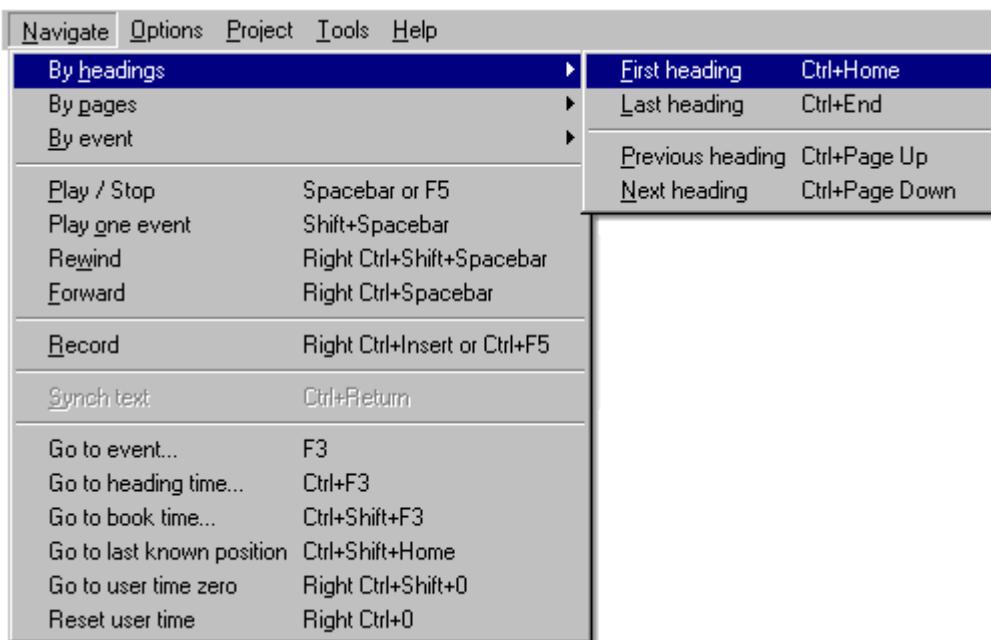
>**"Recording"**: Show/hide the **"Recording"** controls rollup.

>**"Track"**: Show/hide the **"Track edit"** rollup.

>**"Peak meter"**: Show/hide the **"Peak meter"**.

"Document properties": Opens the **"Document properties"** dialog.

## Navigate Menu



"By headings": Navigate by headings through the project...

>**"First heading"**: Go to the first **heading** in the project.

>**"Last heading"**: Go to the last **heading** in the project.

>**"Previous heading"**: Go to the previous **heading** in the project.

>**"Next heading"**: Go to the next **heading** in the project.

"By pages": Navigate by pages through the project...

>**"First page"**: Go to the first page in the project.

>**"Last page"**: Go to the last page in the project.

>**"Previous page"**: Go to the previous page in the project.

>**"Next page"**: Go to the next page in the project.

"By event": Navigate by event through the project...

>**"First event in heading"**: Go to the first event in the current heading.

>**"Last event in heading"**: Toggles between going to the last event and the last audio event in the current heading.

>**"Previous event"**: Go to the previous event in the current heading.

>**"Next event"**: Go to the next event in the current heading. Also, if the current position is on the last event, this command toggles between start and end of that event (valid for audio events only).

"Play / Stop": Starts and stops the playback of the project.

"Play one event": Plays only the current audio event.

"Rewind": Rewinds the playback of the audio at the speed set in the **"General options"** dialog.

"Forward": Forwards the playback of the audio at the speed set in the **"General options"** dialog.

"Record": Record audio through the selected input device from a microphone, tape or CD.

"Synch text": Moves the next text event to the current position in the SMIL file.

"Go to event": Launches the **"Go to..."** window to allow navigation to a specific event.

"Go to heading time": Launches the **"Go to..."** window to allow navigation to a specific time in the heading.

"Go to book time": Launches the **"Go to..."** window to allow navigation to a specific time in the project.

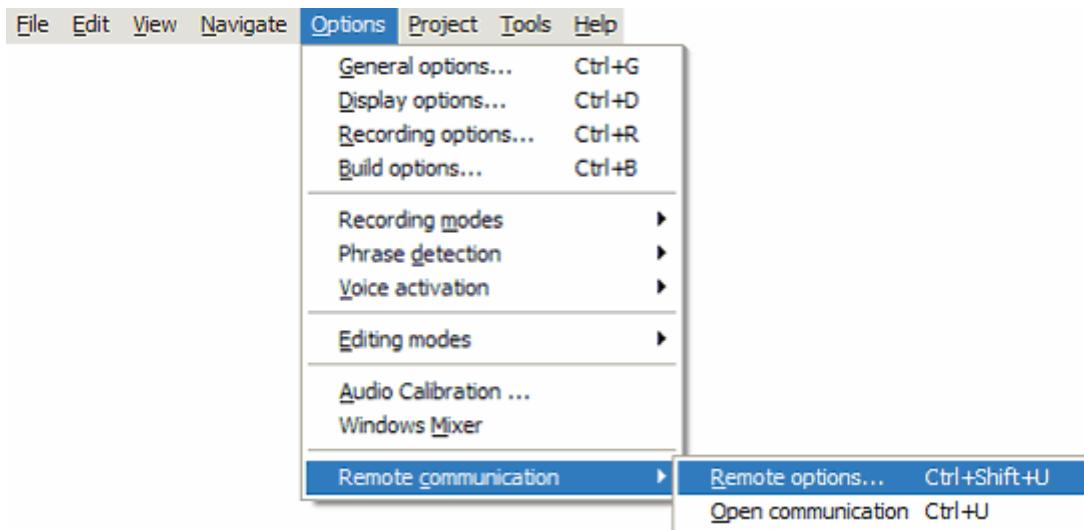
"Go to last known position": When moving from one heading to another, EasePublisher memorises the current position in the heading, so the

next time the user returns to that heading, it is possible to return to the exact position in the heading.

"Go to user time zero": Jump to the user defined "**zero position**".

"Reset user time": Set the current position as "**user time zero**".

## Options Menu



"General options": Opens the "**General options**" dialog.

"Display options": Opens the "**Display options**" dialog.

"Recording options": Opens the "**Recording options**" dialog.

"Build options": Opens the "**Build options**" dialog.

"Recording modes": Selects the recording modes from...

>**"Overwrite"**: Any new audio that is recorded will overwrite the existing audio from that point onwards.

>**"Insert"**: Any new audio that is recorded will be inserted at that point, without overwriting any of the existing audio.

>**"Replace to zero"**: This recording mode is used together with the user time counter. After a mistake, the narrator presses the "**Reset user time counter to zero**" button and rewinds to a place before the start of the mistake. The narrator can then make a "**punch-in**" recording to replace what is between the start of the retake and user time zero. It does not matter if the new recording contains more or less

audio than the mistake - it will always replace everything between the start of the retake and user time zero.

"Phrase detection": Determines if phrase detection is used during recording.

>"**On**": Turns phrase detection on.

>"**Off**": Turns phrase detection off.

"Voice activation": Determines if the recording function waits for a detected audio signal (i.e. narrator begins speaking) before starting to record.

>"**On**": Turns voice activation on.

>"**Off**": Turns voice activation off.

"Editing modes": Determines the editing mode.

> "**Before**": The event is inserted before the current event.

> "**Current position**": The event is inserted at the current position in the SMIL file.

> "**Current position (With Auto Align)**": Same as "**Current position**" except that if the current position is close (+/- 0.5 seconds) to an event marker, the event will automatically be inserted at that point instead.

>"**After**": The event is inserted after the current event.

"Audio Calibration": Launches the "**Audio calibration**" dialog.

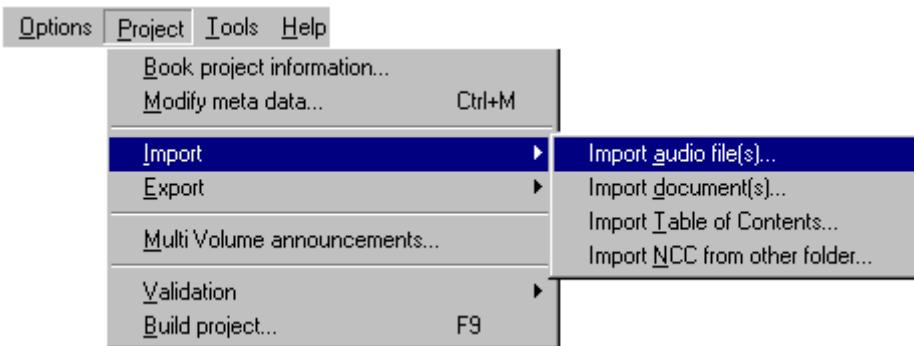
"Windows Volume control": Launches Windows® "**Volume/Recording Controls**" window.

"Remote communication": Commands for controlling a remote control unit, e.g. Plextor's RE-11.

> "**Remote options**": Launches the "Remote Control Options" dialog.

> "**Open / Close communication**": Opens or closes the communication with the remote control unit.

## Project Menu



"Book project information": Opens the "**Book project information**" dialog.

"Modify meta data": Launches the "**Meta data**" dialog to enable the editing of the meta data of the project.

"Import": Import elements into the project.

>"**Import audio file(s)**": Launches the "**Import audio**" dialog to allow the importing of audio files into the project.

>"**Import document(s)**": Launches the "**Import document(s)**" dialog to allow the importing of text and html documents into the project.

>"**Import Table Of Contents**": Launches the "**Import Table Of Contents**" dialog to allow the importing of a Table Of Contents.

>"**Import NCC from other folder**": Launches the "**Import NCC items**" dialog to allow the importing of headings from other DAISY books.

"Export": Export elements from the project.

>"**Export Master SMIL**": Exports the Master SMIL.

>"**Export NCC Items**": Export headings from the current project to a specific location.

"Multi Volume Announcements": Launches the "Multi Volume Announcements" dialog, where you can define text and audio announcements when performing a multi volume build.

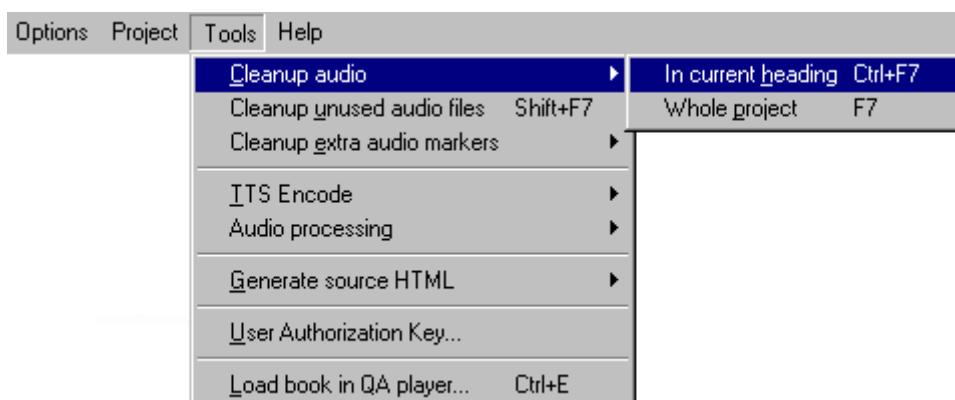
"Validation": Scans the project to ensure that the final output complies with specific standards.

>**"Validate project"**: Runs the validation process.

>**"View report"**: Opens the "**Validation report view**" window to view the findings of the validation process.

"Build project": Opens the "**Build options**" dialog to allow the build settings to be specified and begins the build process.

## Tools Menu



"Cleanup audio": Removes redundant audio clips, audio files and backup files from the project and ensures that each heading only refers to one audio file.

>**"In current heading"**: If needed, EasePublisher rebuilds the audio in the current heading to ensure that it refers to a single audio file.

>**"Whole project"**: Searches the entire project and rebuilds the audio for any headings that require it. This process ensures that each heading refers to a single audio file.

"Cleanup unused audio files": Removes redundant audio files from the entire project.

"Cleanup extra audio markers": Removes additional audio markers that might not be needed.

>**"One audio event per text"**: Ensures that each text event has only one audio event attached to it (1 text event = 1 audio event) .

>**"Current heading"**: Removes additional audio markers to ensure that each text event has only one audio event attached to it (1 text event = 1 audio event) in the current heading.

>**"Whole project"**: Removes additional audio markers to ensure that each text event has only one audio event attached to it (1 text event = 1 audio event) throughout the entire project.

>**"Remove markers in short events"**: This process ensures that no audio clips will be shorter than the defined setting.

>**"Current heading"**: Performs this process in the current heading only.

>**"Whole project"**: Performs this process throughout the entire project.

>**"Options"**: Launches the "Recording options" dialog and where you can define the minimum length of short audio clips.

"TTS Encode": Synchronizes the on-screen text with a synthetically generated voice.

>**"Current text"**: Synchronizes the on-screen text with a synthetically generated voice for the current text only.

>**"Current heading"**: Synchronizes the on-screen text with a synthetically generated voice for the current heading only.

>**"Current heading + sub headings"**: Synchronizes the on-screen text with a synthetically generated voice for the current heading and its sub headings (if any exists).

>**"Whole project"**: Synchronizes the on-screen text with a synthetically generated voice for the entire project.

>**"Settings"**: Opens the **"TTS Settings"** dialog.

"Audio processing": A selection of audio effects and functions:

>**"Resample audio"**: Opens the "Resample WAVE audio format" to alter the sample rate and choose between mono and stereo for one or more sections of the project.

>**"Fade in"**: Fade in the currently selected audio. The degree of fade can be set using the "Audio processing options" dialog.

>**"Fade out"**: Fade out the currently selected audio. The degree of fade can be set using the "Audio processing options" dialog.

>**"Amplify"**: Amplify either the current selection or the entire project.

>**"Normalize"**: Normalize either the current selection or the entire project.

>**"Filter"**: Filter either the current selection or the entire project.

> **"Insert silence"**: Insert a silence at the current position.

"Generate source HTML": This feature is only available on headings that do not have any text synchronization, i.e. all text events available in the SMIL file link to the NCC.HTML file and the text events can be headings, pages, sidebars, producer notes and foot notes. This type of book is called a "**ToC-only**" book or an "**audioNcc**" book. To be able to add content into a heading (to create a full text heading), EasePublisher needs to automatically generate a source document for the heading. When a source document is available on a heading, the **HTML Editor** can be used.

>**"For current heading"**: Generates a source document for the current heading.

>**"For all 'audioNcc' headings"**: The user chooses from two options:

>**"One source HTML for the whole project"**: One single source document for the entire project is generated.

>**"One source HTML per heading"**: One single source document for each heading is generated.

"User Authorization Key...": Opens the "**User Authorization Key**" dialog.

"Load book in QA player...": Preview the project in a user defined external player.

## Help Menu



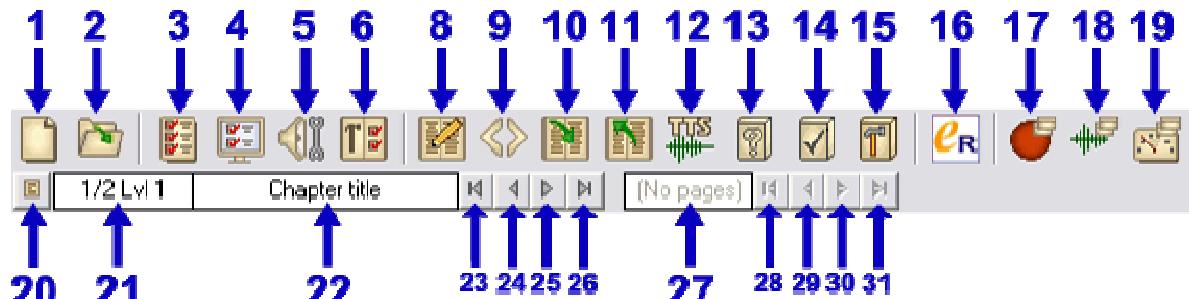
Help: Launches the online Help file.

Dolphin Web site: Visit the Dolphin Computer Access and Dolphin Audio Publishing website.

About EasePublisher: Display information about your version of EasePublisher.



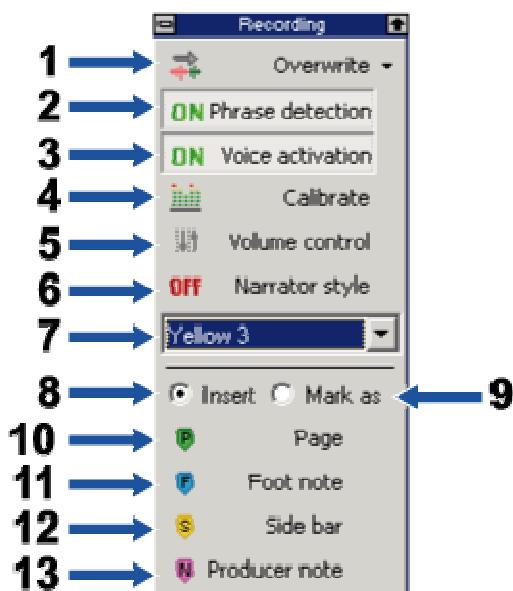
#### 4.2.2 Upper Toolbar



1. Create new project
2. Open Project
3. General options
4. Display options
5. Recording options
6. Build options
8. Edit Meta Data
9. Edit content in the HTML Editor
10. Import into the project
11. Export from the project
12. Text-To-Speech encoding
13. Book project information
14. Validate the project
15. Validate, cleanup and build the project
16. Load book in player
17. Show / hide recording rollup
18. Show / hide track rollup
19. Show / hide peak meter rollup

20. Open Table of Contents view
21. Current heading number / Go to heading number
22. Current heading title
23. Go to first heading
24. Go to previous heading
25. Go to next heading
26. Go to last heading
27. Current page / Go to page
28. Go to first page
29. Go to previous page
30. Go to next page
31. Go to last page

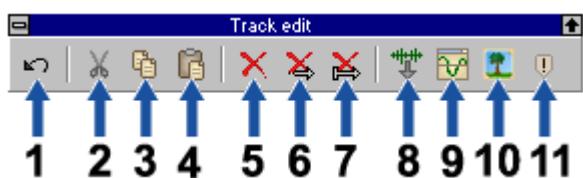
#### 4.2.3 The Recording Rollup



1. Recording mode - "**Overwrite**", "**Insert**" or "**Replace to zero**".

2. Phrase detection on/off.
3. Voice activation on/off.
4. Calibrate audio.
5. Calls the Windows® Volume/Recording controls.
6. Switches the narrator style sheets On/Off.
7. Current narrator style sheet scheme.
8. Insert "skippable" element.
9. Mark current selection as "skippable" element.
10. Set / remove page.
11. Set / remove footnote.
12. Set / remove sidebar.
13. Set / remove producer note.

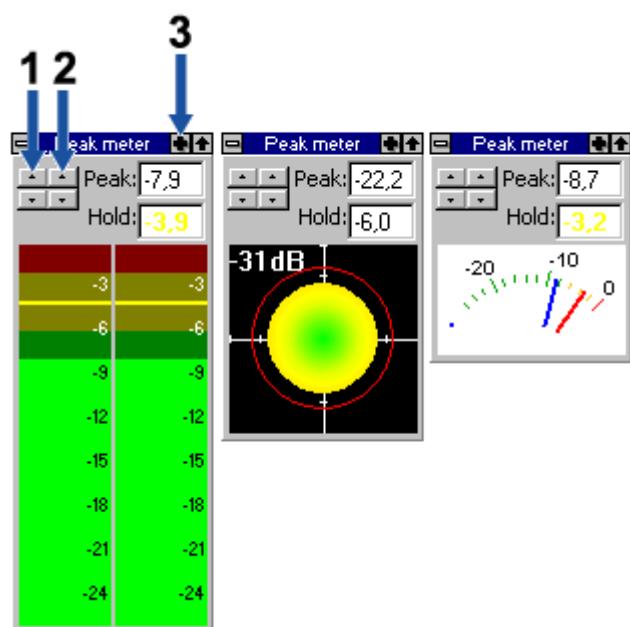
#### 4.2.4 The Track Edit Rollup



1. Undo last edit.
2. Cut currently selected audio.
3. Copy currently selected audio.
4. Paste audio from clipboard.
5. Delete selected audio.
6. Remove all audio from current heading.

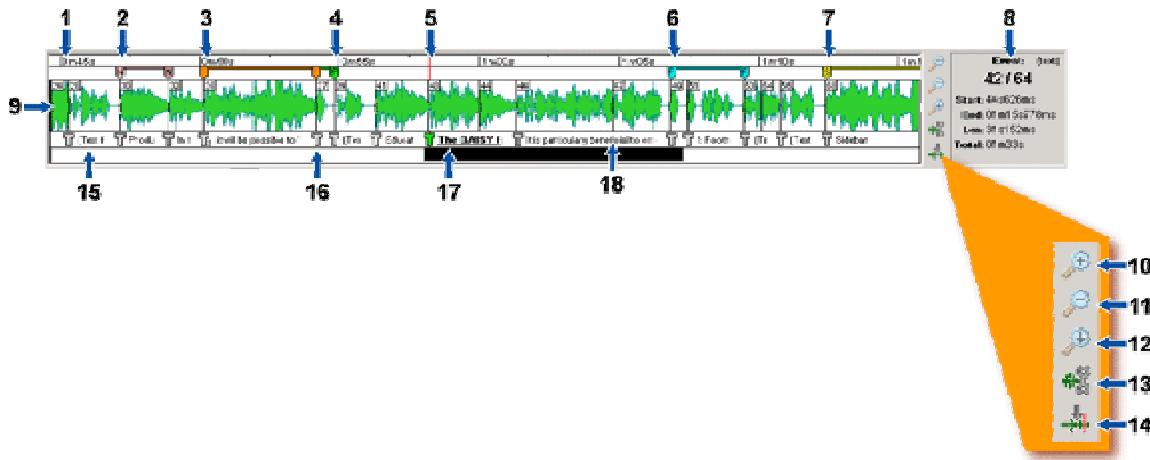
7. Remove all audio from current position to the end of the current heading.
8. Import audio file(s).
9. Link to external user defined WAVE editor.
10. Insert "popup" image at current text event.
11. Insert producer stop at current text event.

#### 4.2.5 The Peak Meter Rollup



1. Adjust dB scale.
2. Switch between the three different styles of peak meter.
3. Switch between normal size or double size of the peak meter.

#### 4.2.6 The Waveform Area



1. Time information.
2. Producer note marker.
3. Pop-up image marker.
4. Page marker.
5. Current time position.
6. Footnote marker.
7. Sidebar marker.
8. Status information about the current event and the current view of the SMIL file.
9. Waveform.
10. Zoom in.
11. Zoom out.
12. Zoom to Full/normal length (30secs).
13. Audio Processing Tools.
14. Edit mode for moving text events and pasting audio.
15. Text of current event.

16. Text marker.
17. Slider bar.
18. Audio marker with audio event number.

#### 4.2.7 The Lower Toolbar



1. Go to first SMIL event.
2. Go to previous SMIL event.
3. Go to next SMIL event.
4. Go to last audio event or last SMIL event (toggle).
5. Rewind.
6. Stop.
7. Record.
8. Play.
9. Play selected audio, or audio event, with or without loop playback.
10. Fast forward.
11. Move previous text event to the current position.
12. Move next text event to the current position.
13. Counter for the current time position in SMIL.
14. Go to the last known heading position.
15. Go to user time zero.
16. Reset user time counter to zero.

17. User time counter.

#### 4.2.8 The Statusbar



1. Information about the current SMIL event.
2. Current edit mode.
3. Recording mode.
4. Current skippable type (if any).
5. Audio format.
6. Free space on the current hard drive.
7. Information about the Track View's clipboard.

### 4.3 The HTML Editor

**About Dolphin Audio Publishing**



**Eas**e**Publisher** Total authoring power in one solution

**Dolphin Audio Publishing** develops multimedia solutions for the audio, publishing and adaptive technology industries. Dolphin Audio Publishing, a division of Dolphin Computer Access Ltd, is a pioneer of the digital multimedia authoring age.

The development team at Dolphin Audio Publishing has been developing digital audio and multimedia solutions since the early 1990's. In 1994, we helped form the DAISY (Digital Accessible Information SYstem) format, a worldwide standard for the delivery of digital talking books, and since then we have developed a range of software solutions that enable the creation and playback of multimedia and audio content in the DAISY format. Today, Dolphin Audio

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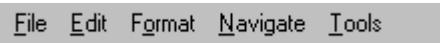
<h1 id='tnhf\_0002'>

The **HTML Editor** is where all of the document formatting functions are performed. This could be creating a new document, mark-up of the HTML, editing, inserting images - to name just a few. To switch to the **HTML Editor**, press <F6> or click on the "**Edit the contents in the HTML Editor**" icon on the upper toolbar of the main screen:



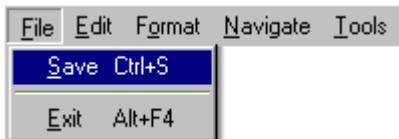
#### 4.3.1 The HTML View Menu Bar

The menu bar contains functions and settings for EasePublisher.



The following sections detail the functions within each menu.

##### File Menu

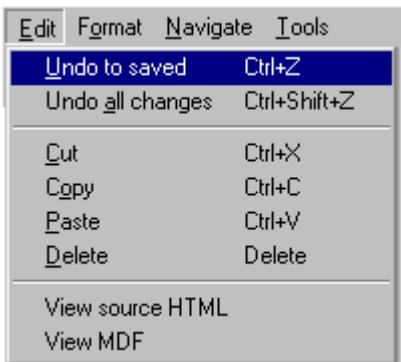


"Save": Saves the changes temporarily that have been made in the **HTML Editor**.

**Note! It does not save the changes to your project. Instead, it saves the document to a temporarily file that later on can be loaded back again by using the "Undo to saved" command.**

"Exit": Closes the **HTML Editor** and returns to the main screen.

## Edit Menu



"Undo to saved": Undo all actions performed in the **HTML Editor** since the last saved point.

"Undo all changes": Undo all actions performed in the **HTML Editor**.

"Cut": Cut the current selection to the clipboard.

"Copy": Copy the current selection to the clipboard.

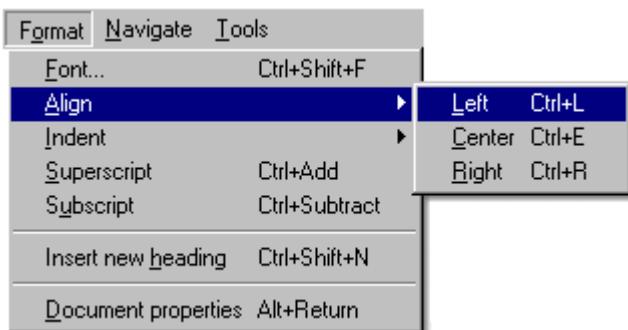
"Paste": Paste the copied or cut selection from the clipboard to the current position in the document.

"Delete": Delete the current selection.

"View source HTML": Switches the view to display the HTML source code of the document to allow further editing.

"View MDF": Launches the "**Mark-up Definition Dialog**" to allow the viewing and editing of the projects MDF file.

## Format Menu



"Font...": Launches the font dialog to allow the selection of font styles and sizes.

"Align": Allows the alignment of the currently paragraph to be set.

>"Left": Align paragraph to the left.

>"Centre": Align paragraph in the centre.

>"Right": Align paragraph to the right.

"Indent": Allows the indenting of the current paragraph.

>"Increase": Increase the indentation (Move to the right).

>"Decrease": Decrease the indentation (Move to the left).

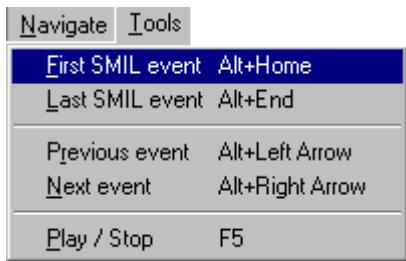
"Superscript": Make the currently selected text "**Superscript**".

"Subscript": Make the currently selected text "**Subscript**".

"Insert new heading": Launches the "Insert a new heading" dialog to allow a new heading to be inserted into the document.

"Document properties": Opens the "**Document properties**" dialog.

## Navigate Menu



If the current heading had a number of synchronization points before entering HTML Edit, these can be navigated through by using this menu.

"First SMIL event": Navigates to the first text event in the current heading.

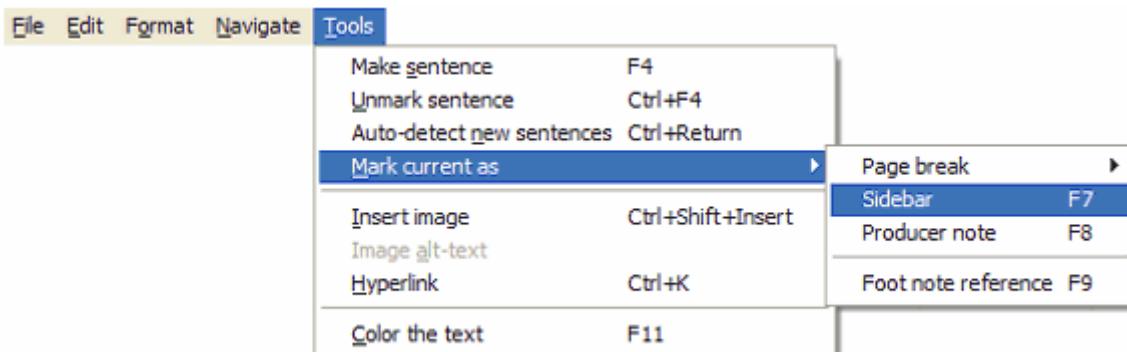
"Last SMIL event": Navigates to the last text event in the current heading.

"Previous event": Navigates to the previous available text event in the current heading.

"Next event": Navigates to the next available text event in the current heading.

"Play / Stop": Starts or stops the playback at the current text event (if audio is present).

## Tools Menu



"Make sentence": Mark the currently selected text as one "Text Event". If you have made a selection, a new synchronization point will be created for the selection. If you have made no selection in the text, a synchronization point will be created for the current text's element.

**Please note that there is a limitation when making sentences inside tables.**

"Unmark sentence": Removes the current text's synchronization point.

"Auto-detect new sentences": Automatically search the document (or the selected text) and "mark-up" the text with logical breaks.

"Mark current as": Marks-up the currently selected text and as a skippable element.

>**"Page break"**: Mark-up as a **page**.

>**"page-normal"**: Mark currently selected text as **page-normal**.

>**"page-front"**: Mark currently selected text as **page-front**.

>**"page-special"**: Mark currently selected text as **page special**.

>**"Sidebar"**: Mark-up as a **sidebar**.

>**"Producer note"**: Mark-up as a **producer note**.

>**"Footnote reference"**: Mark-up as a **footnote reference**.

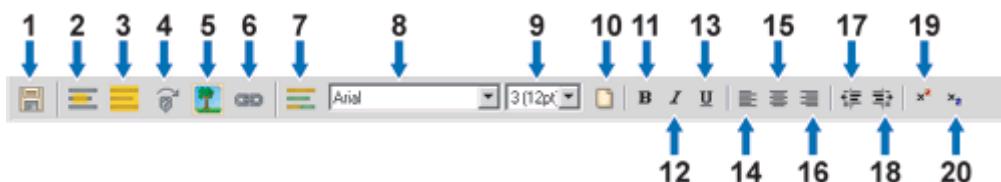
"Insert image": Insert an image into the document.

"Image alt-text": Add a text description to the selected image.

"Hyperlink": Make the currently selected text a "hyperlink" (e.g. link to WebPages, files or email recipients).

"Color the text": A coloured block will highlight each text event on screen to allow easy identification.

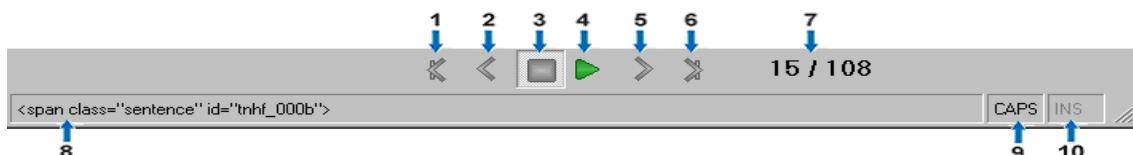
#### 4.3.2 The Upper Toolbar



1. Save your changes temporarily. Note that this **Save** feature does not save your changes to your book. It is saving the document temporarily so you can use it with HTML Edit's Undo feature.
2. Create sentence of the currently selected text.
3. Auto-detect sentences.
4. Mark-up the currently selected text and as a "skippable" element.
5. Insert image into the document.

6. Create/remove hyperlink.
7. Colour the text to identify separate text events.
8. Select font face for the selected text.
9. Select font size for the selected text.
10. Insert new heading.
11. Select the font to bold type for the selected text.
12. Select the font as italic type for the selected text.
13. Select the font as underlined type for the selected text.
14. Left justify the current or selected paragraph.
15. Centre the current or selected paragraph.
16. Right justify the current or selected paragraph.
17. Decrease the indentation for the current or selected paragraph (Move to the left).
18. Increase the indentation for the current or selected paragraph (Move to the right).
19. Make the currently selected text "Superscript".
20. Make the currently selected text "Subscript".

### 4.3.3 The Lower Toolbar

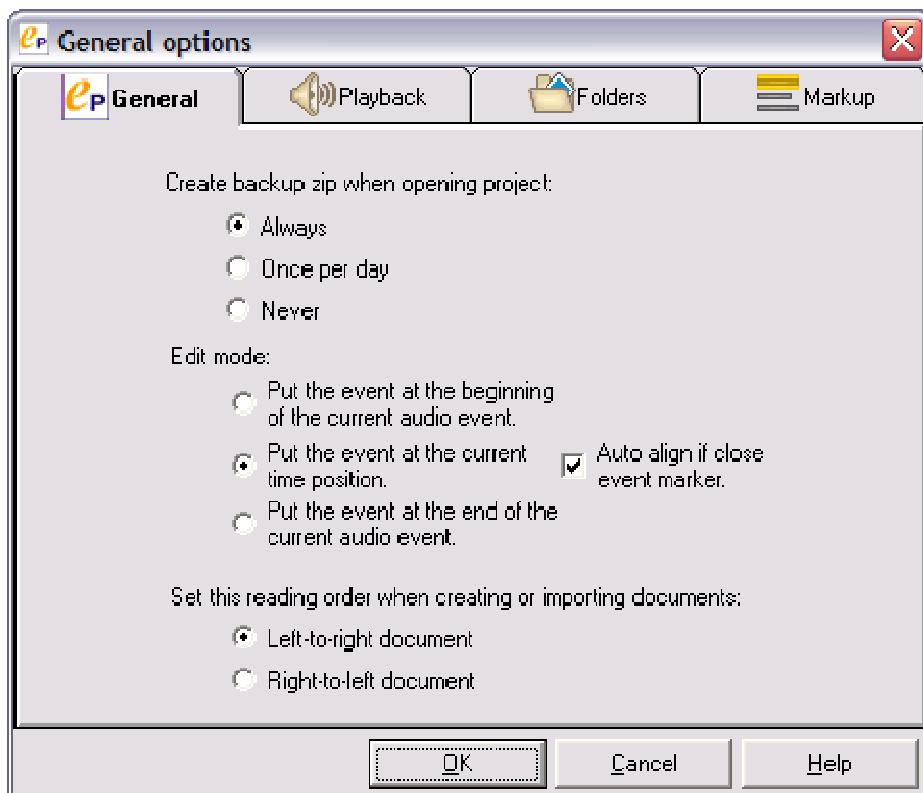


1. Go to first SMIL event in current heading.
2. Go to previous SMIL event in current heading.
3. Stop.
4. Play events in current heading.

5. Go to next SMIL event in current heading.
6. Go to last SMIL event in current heading.
7. Current event (Current No. of Total No.)
8. Info about current object in HTML.
9. "Caps Lock" key indicator.
10. "Insert" key indicator.

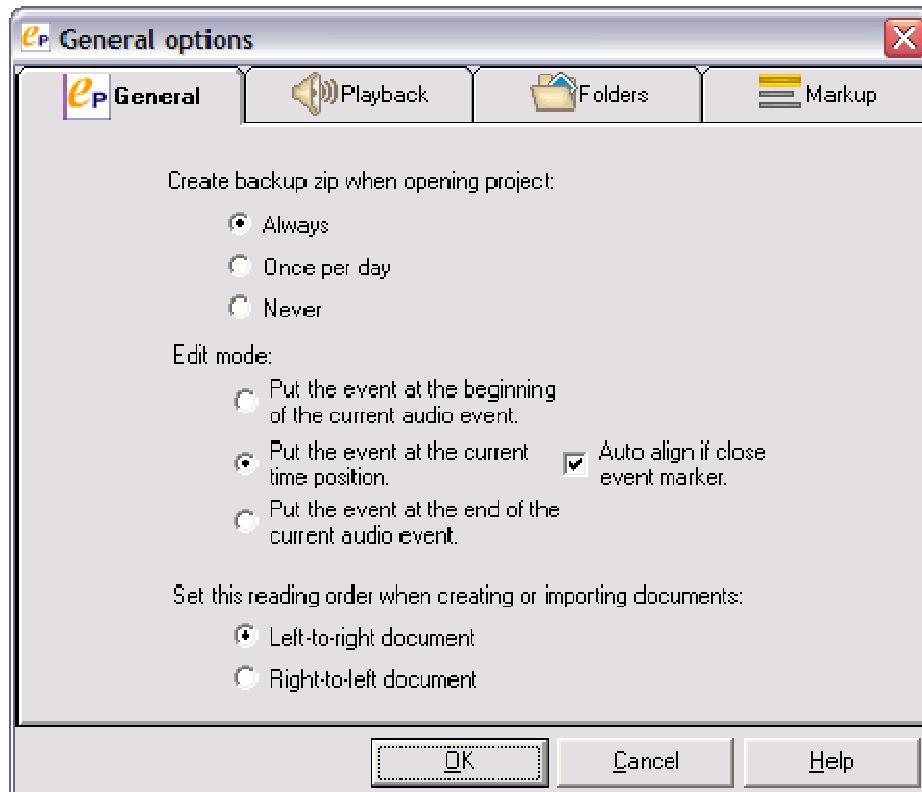
#### 4.4 General Options

The "**General options**" dialog allows the user to determine settings relating to "**General**", "**Playback**", "**Folders**" and "**Mark-up**". This dialog can be viewed by selecting **Options>General options** from the top menu or by pressing <Ctrl + G>.



Each of the 4 option categories is accessed from a tab at the top of the dialog.

#### 4.4.1 General General Options



The “**General**” category contains the following options:

“Create backup zip when opening project”

EasePublisher can automatically create a zip file that contains all the files from the project (excluding the audio). This function allows the project to be “rolled back” to an earlier state by selecting **Edit>Session backup>Undo session...** or by pressing <Ctrl+Shift+Z>.

In “**General Options**”, the user can choose how often EasePublisher creates a backup of the project – **Always**, **Once per day** or **Never**.

“Edit mode (paste and move text)”

The “Edit mode” setting determines the placement of text events when using the “**Move previous event to the current position**” <Ctrl + Shift + Enter> and “**Move next event to the current position**” <Ctrl + Enter> functions for synchronising text events with audio events. This mode is also used when pasting audio.

There are three main settings for “**Edit mode**”:

- “**Put the event at the beginning of the current audio event**”: With this option selected, each time an event is moved/pasted, it will automatically be positioned at the point in the SMIL file at the beginning of the current audio event.
- “**Put the event at the current time position**”: With this option selected, each time an event is moved/pasted, it will automatically be positioned at that precise point in the SMIL file. If you also select “**Auto align if close to event marker**” and the event is moved/pasted to within 0.5 seconds of an audio marker, the event will be positioned at the same point in the SMIL file as the audio marker.
- “**Put the event at the end of the current audio event**”: With this option selected, each time an event is moved/pasted, it will automatically be positioned at the point in the SMIL file at the end of the current audio event.

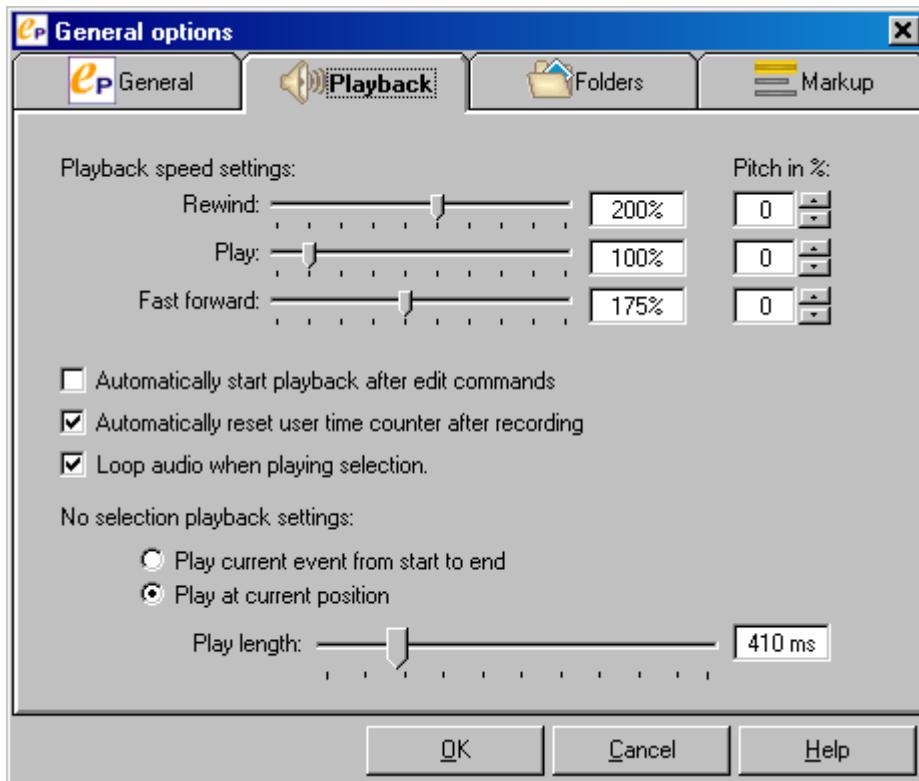
“Auto Align if close to event marker”

If this box is checked, the text event will be synchronised with the nearest audio event marker if one is nearby.

“Set this reading order when creating or importing documents”

By using this setting, you can control the reading order when creating new documents and when importing documents. This setting is especially useful when e.g. creating Arabic documents on an English computer. On Arabic computers, this setting is set to “**Right-to-left**” as default.

#### 4.4.2 Playback General Options



The "**Playback**" category contains the following options:

##### "Playback speed settings"

The playback speed when using the Play, Fast Forward and Rewind controls in the lower toolbar in the main screen is determined using the first three slider bars in the playback options dialog. These can be set from a speed of 75% up to 300%. This feature uses a technology called "**Intelligent Time Compression**" (ITC), which means that it cuts out small parts of the audio stream to increase the speed – without changing the voice's pitch. When slowing the speed down, it adds new audio into the audio stream without changing the voice's pitch.

The "Pitch" of the audio can also be adjusted in the input fields next to the slider bars. These can be set from half speed up to three times speed. Pitch does not modify the audio at all - it plays the audio faster or slower through the sound board. Please note that this feature may not work on all sound boards.

##### "Automatically start playback after edit commands"

If selected, EasePublisher will start the playback directly after an edit command that is performed in the wave display. For example if the user has pasted in some audio the following audio will then be played.

"Automatically reset user time counter after recording"

This option determines if the "**User time counter**" in the main screen is automatically reset after recording. If this option is de-selected, the counter will continue from the previous reading each time the "**Record**" button is pressed.

"Loop audio when playing selection"

This determines if the audio event is repeated continuously when "**Play selected audio event**" is selected from the lower toolbar in the main screen.

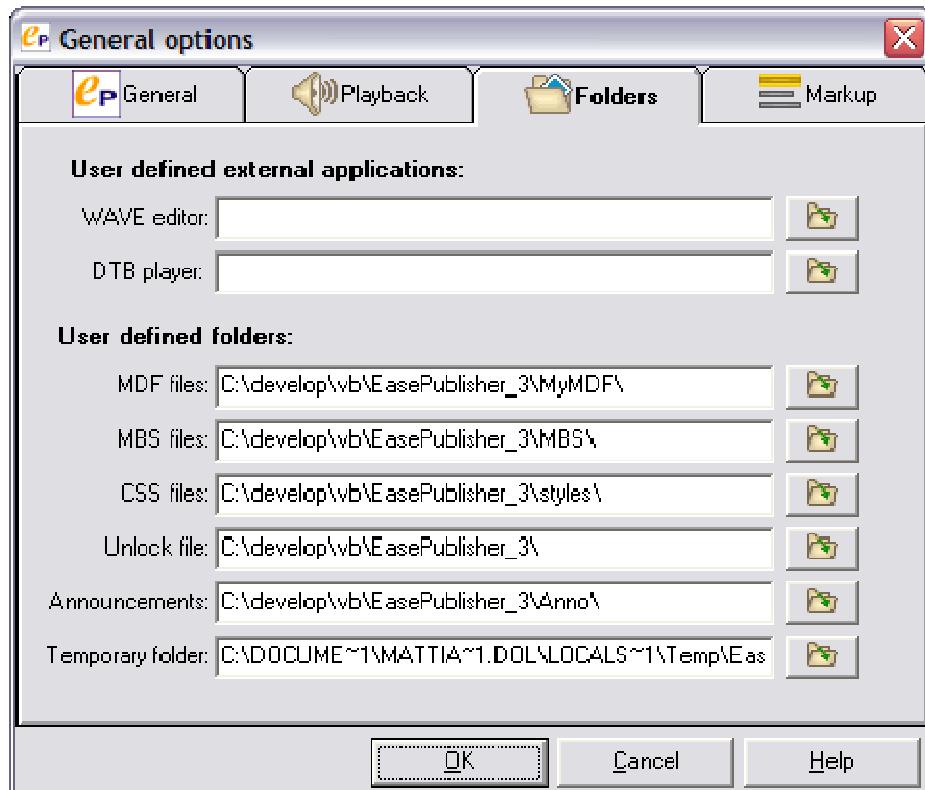
"No selection playback settings"

If no selection is made in the wave display this setting determines what should be played when "**Play selected audio event**" is selected from the lower toolbar in the main screen.

If "**Play current event from start to end**" is selected the current audio event will be played. If "**Loop audio when playing selection**" is selected the current audio event will be played repeatedly.

If "**Play at current position**" is selected, only a certain amount of audio will be played. If "**Loop audio when playing selection**" is selected the specified / selected amount of audio will be played repeatedly. The amount is set with the "**Play length**" slider bar.

#### 4.4.3 Folders General Options



The "**Folders**" category allows the user to assign external applications for use with EasePublisher.

User defined external applications:

"Wave editor": Specify an external application for audio editing.

"DTB player": Specify an additional DAISY software player for previewing productions. To be able to automatically open the production in the player it must be able to accept the book path as a command line parameter. Otherwise the book has to be opened manually. By default, EasyReader is available from the toolbar.

User defined folders:

User defined folders: These folders and files are as default stored on the local computer. If you are using EasePublisher on a network, these folder and files can be stored on a server location, so these common files can be shared.

"MDF files": Specify the path to the MDF files.

"MBS files": Specify the path to the MBS files.

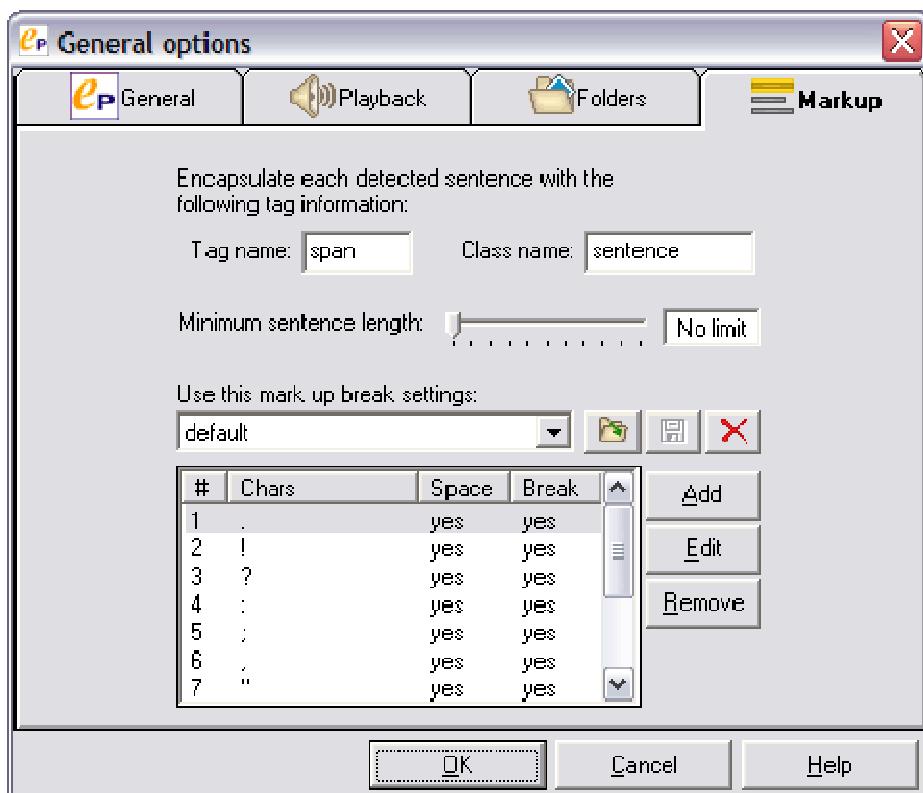
"CSS files": Specify the path to the CSS files.

"Unlock file": Specify the path to the "EasyReader unlock" file, in which those settings are stored.

"Announcements": Specify a path to the multi volume announcements files.

"Temporary folder": Specify a path to a temporary folder (preferable on the local computer).

#### 4.4.4 Markup General Options



The "**Markup**" category allows the user to specify the how the automatic mark-up function will detect separate text events.

"Encapsulate each detected sentence with the following tag information"

This setting determines how a text event in the HTML source will be identified. Most DAISY book producers use <span>

**class="sentence">**. EasePublisher will use this definition by default. If required, this may be changed to another tag and class name.

"Minimum sentence length"

This setting determines how much text there must be within a text block before it can be defined as a marked up sentence.

"Use this mark up break settings"

Mark-up of a document is based on certain pre-defined criteria (e.g. full stops and commas). This setting determines these characters and saves them as a "**Mark-up Break Setting**" or an "**MBS**". The MBS file is saved in the MBS sub-folder of EasePublisher.

By default, EasePublisher provides the user with a choice of three markup templates called "**default**", "**default(no comma)**" and "**word markup**". The criteria for each of these MBS settings is displayed in the window beneath the currently selected MBS.

It is possible to create your own list of characters and then save those as a new MBS using either the "**Add**", "**Edit**" or "**Remove**" buttons in the dialog.

To add a new setting, press the ADD button and the "**Add new characters**" dialog will be shown.



In here, enter the character(s) you wish to detect. For example, if you want to detect a character followed by a empty space, you simply type in the character in the "**Search for:**" text box and tick the check box called "**space character**". You may also want to detect the character(s) in combination with carriage return (**CR**), line feed (**LF**) or the null (**NULL**) characters. If this is the case, the "**break character**" check box must also be selected.

Example 1) You want to detect the period sign followed by a space, CR, LF or a NULL character. In this case, you type in the "." character in the text box and tick both check boxes.

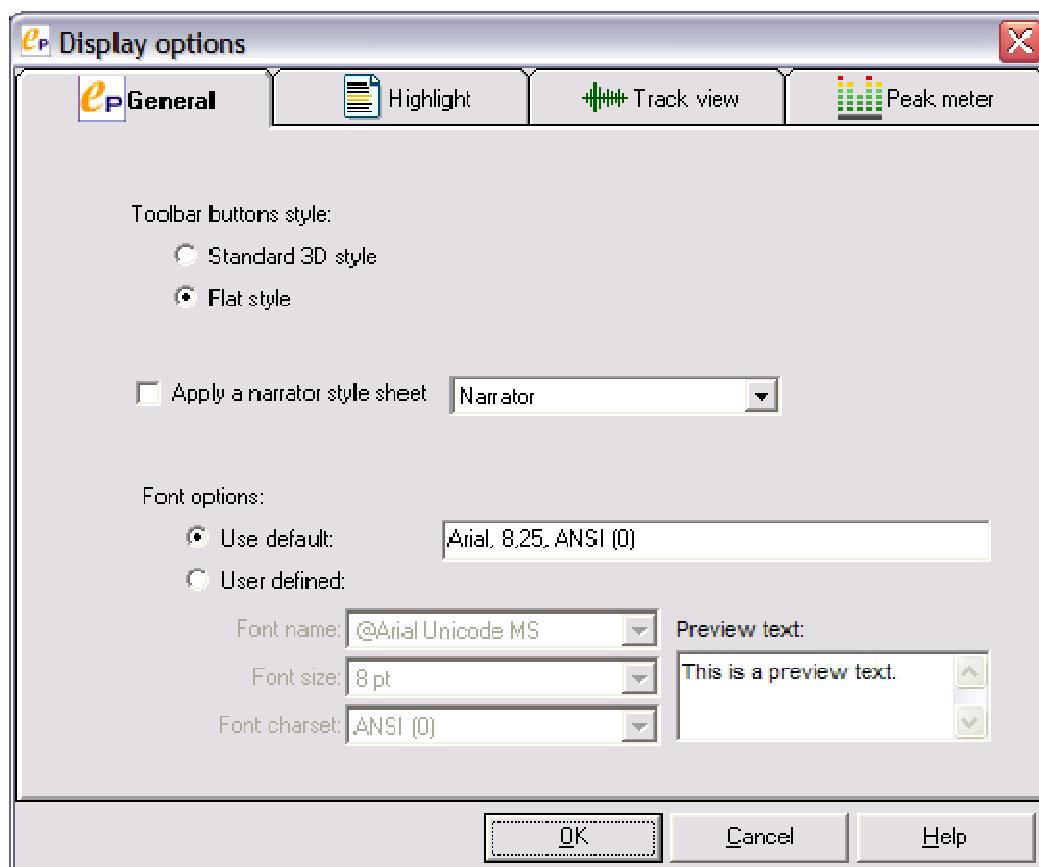
Example 2) You want to detect the period sign only. In this case, you type in the character "." in the text box and leave both check boxes unchecked.

Example 3) You want to detect the name "**Dolphin**". In this case, you type in the characters "**Dolphin**" in the text box and leave both check boxes unchecked.

Example 4) You want to detect words only. In this case, you type in the character " " in the text box and leave both check boxes unchecked.

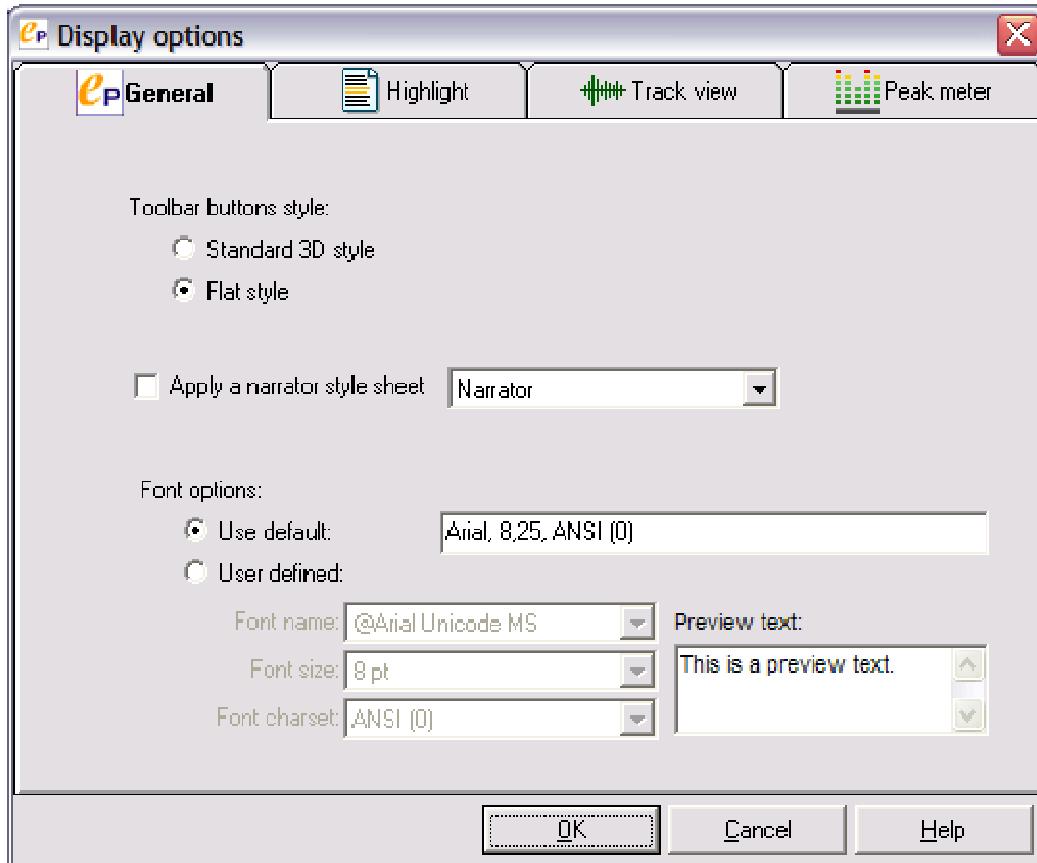
## 4.5 Display Options

The "Display Options" dialog allows the user to determine settings relating to "**General**", "**Highlight**", "**Track view**", and "**Peak meter**". This dialog can be viewed by selecting **Options>Display options** from the top menu or by pressing <Ctrl + D>.



Each of the 4 option categories can be selected from the "tabs" at the top of the dialog.

#### 4.5.1 General Display Options



The "**General**" category allows the user to alter the appearance of the display to suit the user.

##### "Toolbar buttons style"

This option determines if the icons on the tool bar are displayed in "**Standard 3D style**" or an alternative "**Flat style**".

##### "Apply a narrator style sheet"

Gives the option to apply a style sheet to the material for the narrator. The style sheet is only applied whilst using EasePublisher and will not affect the stored document. Narrator style sheets can also be selected from the floating "**Recording**" toolbar on the Main Screen.

##### "Font options"

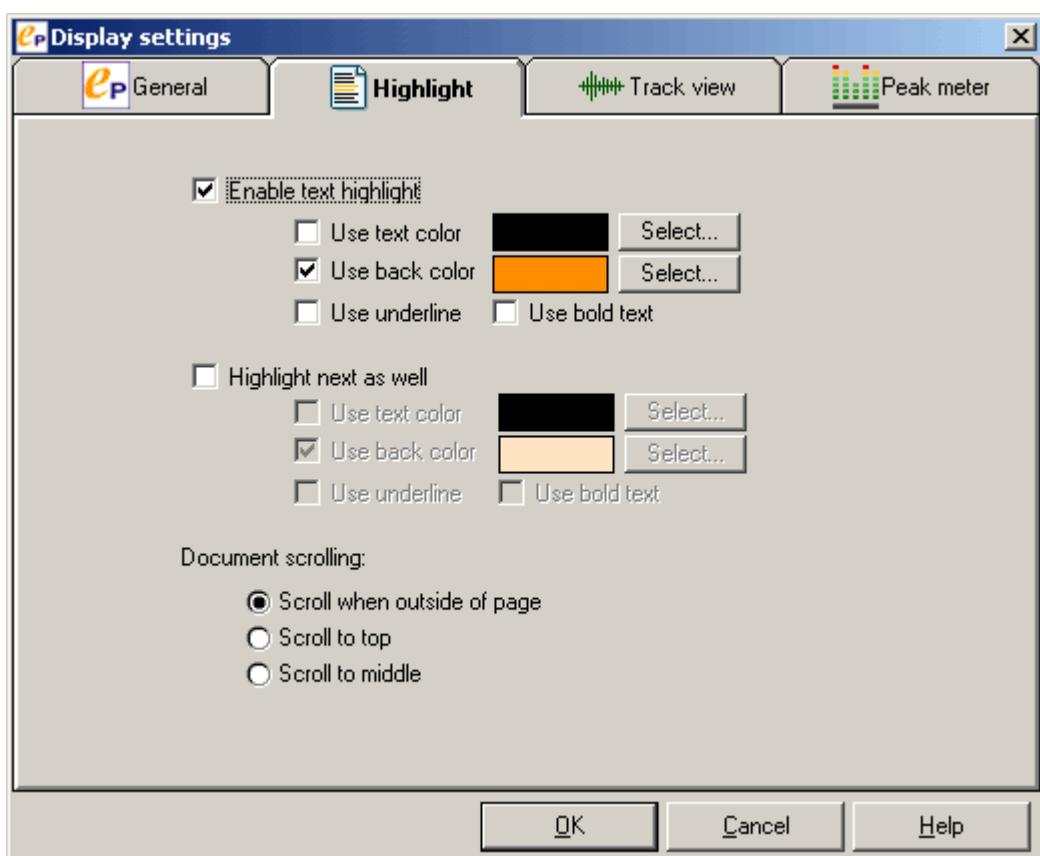
By using these font options, the user can use other fonts in EasePublisher than the default one. In some cases, the computers

default font is not good enough for displaying certain characters, and these options gives the user the control of the application's fonts.

Select the "Use default" radio button if you want to use the default font. Select the "User defined" radio button if you want to select another font setting for EasePublisher.

**Please note that you cannot use too large fonts as the texts may not fit into existing buttons, labels, text boxes etc.**

#### 4.5.2 Highlight Display Options



The "**Highlight**" category allows the user to specify how EasePublisher highlights the active on-screen text.

"Enable text highlight"

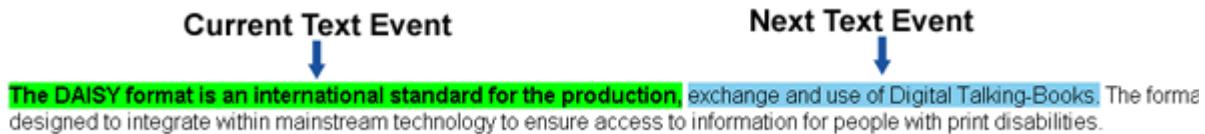
This option determines if the currently active text event is highlighted. Selecting this option also allows the user to define the highlight and text style and colour.

There are four settings for "**Enable text highlight**"

- "**Use text color**": Choose a typeface colour for the currently active text event. Click "**Select**" and specify a colour from the "**Select color**" dialog that appears to choose the colour.
- "**Use back color**": Choose a colour for the highlight effect for the currently active text event. Click "**Select**" and specify a colour from the "**Select color**" dialog that appears to choose the colour.
- "**Use underline**": Choose if the currently active text event is underlined.
- "**Use bold text**": Choose if the currently active text event is displayed in a bold typeface.

"Highlight next as well"

This option determines if the next text event after the current text event is highlighted (In a different colour). Selecting this option allows the user to define the highlight and text style and colour.



There are four settings for "**Highlight next as well**":

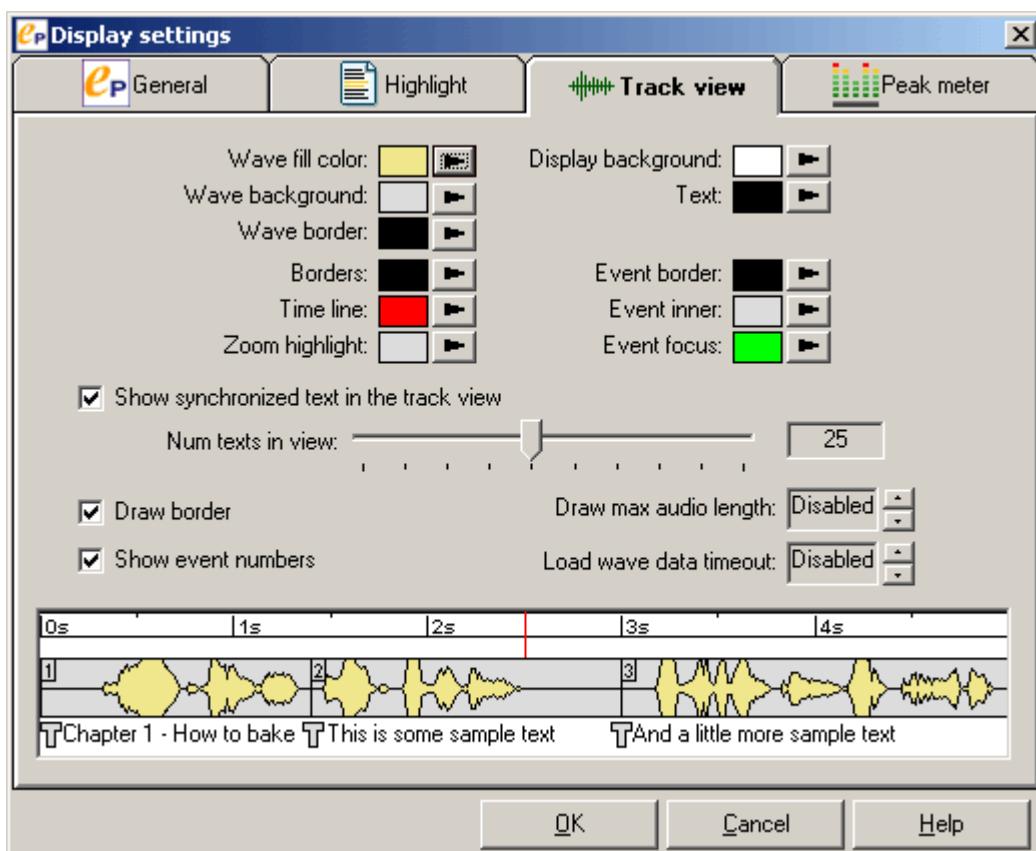
- "**Use text color**": Choose a colour for the next text event. Clicking "**Select**" and specifying a colour from the "**Select color**" dialog that appears chooses the colour.
- "**Use back color**": Choose a colour for the highlight effect for the next text event. Clicking "**Select**" and specifying a colour from the "**Select color**" dialog that appears chooses the colour.
- "**Use underline**": Choose if the next text event is underlined.
- "**Use bold text**": Choose if the next active text event is displayed in a bold typeface.

"Document scrolling"

There are three scroll options that determine the position of the current text event on the screen during playback or recording. These options are:

- **"Scroll when outside of page"**: The screen will not scroll with the highlighting. When the highlight reaches the bottom of the screen, the next section of the document will be displayed from the top of the screen and highlighting will resume.
- **"Scroll to top"**: The screen scrolls so that the highlighted focus is always at the top of the screen.
- **"Scroll to middle"**: The screen scrolls so that the highlighted focus is always in the middle of the screen.

#### 4.5.3 Track View Display Options



The **"Track view"** category allows the user to specify the appearance of the track view / waveform area on screen.

At the bottom of the dialog is a preview of how the track view will appear on screen using the chosen settings.

#### Colour schemes

The user can select a colour scheme for the track view / waveform area from the following options:

- "**Wave fill color**": Determines the fill colour of the waveform that is displayed.
- "**Wave background**": Determines a background colour to contrast with the waveform.
- "**Wave border**": Determines the border colour of the waveform that is displayed.
- "**Display background**": Determines a background colour to contrast with the rest of the elements in the track view area.
- "**Text**": Determines the colour of the text events that are displayed in the track view area.
- "**Borders**": Determines the colour of the event markers, and the border that surrounds the waveform.
- "**Time line**": Determines the colour of the timeline.
- "**Zoom highlight**": This colour is used if the track view is selected in the upper part (on the time line). The selected part of the audio will then be zoomed in.
- "**Event border**": Determines the colour of the border surrounding the "T" symbol that is used to mark a text event in the track view.
- "**Event inner**": Determines the colour of the "T" symbol that is used to mark a text event in the track view.
- "**Event focus**": Determines the colour of the "T" symbol that is used to mark a text event in the track view when the user selects the symbol/ event.

#### "Show synchronized text in the track view"

This setting allows the user to choose if the text of the event is displayed beneath the waveform in the track view. This allows the

user to clearly see the relationship between the text and the corresponding position in the waveform.

"Num texts in view"

The slider bar allows the user to specify a maximum number of text events that will display the synchronized text in the track view.

"Draw border (clip marker colour)"

This setting allows the user to choose if a border is drawn around the **"Waveform background"**.

"Show event numbers"

This setting allows the user to decide if event numbers are displayed in the waveform / track view.

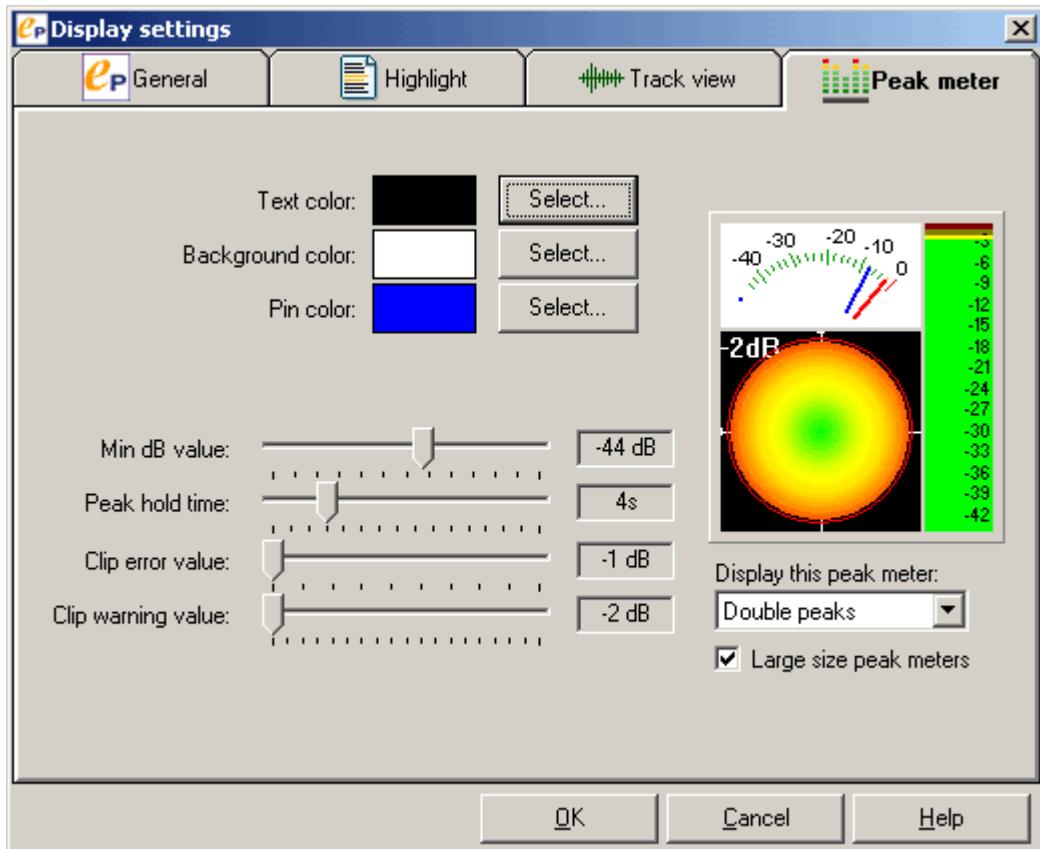
"Draw max audio length"

If the current track view length is greater than the setting, the waveform appears as "boxes". If less than the specified setting, the waveform will be displayed. If this is set to "**Disabled**", the waveform will always be drawn.

"Load wave data timeout"

If the waveform data takes more time to load than the specified setting, the rest of the waveform display will be drawn as "boxes".

#### 4.5.4 Peak Meter Display Options



The "**Peak meter**" settings allow the user to specify the appearance and the values of the EasePublisher peak meter.

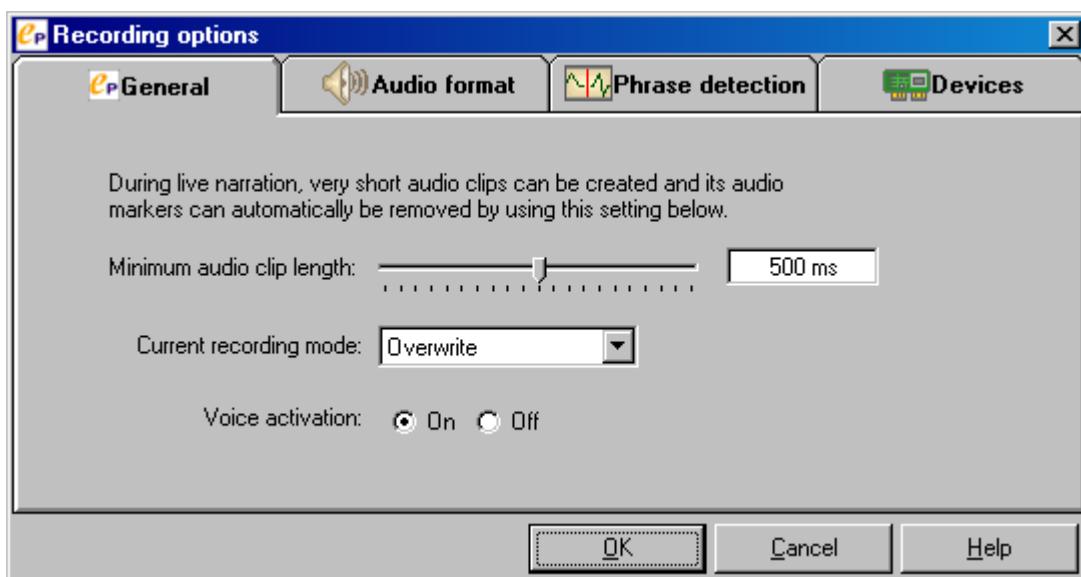
The dialog also has a preview of how the three different views of the Peak meter will appear on screen using the chosen settings.

- "**Text color**": Choose a colour for text on the "**analogue view**" Peak meter. Clicking "**Select**" and specifying a colour from the "**Select color**" dialog that appears chooses the colour.
- "**Background color**": Choose a background colour for the "**analogue view**" Peak meter. Clicking "**Select**" and specifying a colour from the "**Select color**" dialog that appears chooses the colour.
- "**Pin color**": Choose a colour for the pin / needle on the "**analogue view**" Peak meter. Clicking "**Select**" and specifying a colour from the "**Select color**" dialog that appears chooses the colour.

- "**Min db value**": Choose the minimum decibel value to display on the Peak meter from -10db to -70db on the slider bar.
- "**Peak hold time**": Choose how long the peak needle stays at the peak value.
- "**Clip error value**": A clip occurs in the audio if the level reached 0dB. To avoid this EasePublisher allows the user to set up two warning levels that gives the user a chance to avoid real clips. Clip error is the most severe warning of the two and a suitable value is -1dB. This warning is displayed as a red marker in the track view.
- "**Clip warning value**": A clip occurs in the audio if the level reached 0dB. To avoid this EasePublisher allows the user to set up two warning levels that gives the user a chance to avoid real clips. Clip warning is the less severe warning of the two and a suitable value is -3dB. This warning is displayed as a yellow marker in the track view.
- "**Display this peak meter**": The user can choose if the peak meter is displayed as "**Analogue**", "**Double Peaks**" or "**Pumping Heart**".
- "**Large size peak meters**": This option increases the size of the peak meter on screen.

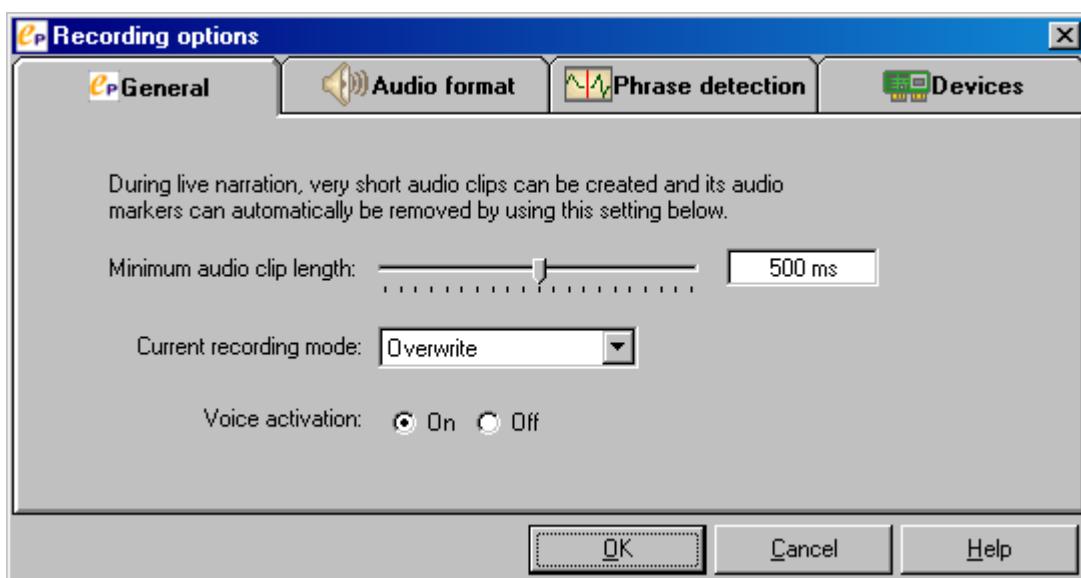
## 4.6 Recording Options

The "Recording Options" dialog allows the user to determine settings relating to "General", "Audio format", "Phrase detection", and "Devices". This dialog can be viewed by selecting **Options>Recording options** from the top menu or by pressing <Ctrl + R>.



Each of the 4 option categories can be selected from the "tabs" at the top of the dialog.

### 4.6.1 General Recording Options



The "**General**" options contains the following settings relating to mainly live narration in EasePublisher.

"Minimum audio clip length"

When you narrate and at the same time have the phrase detection turned on, very short audio clips can be created. This can often happen when narrating a full text heading. These short audio clips are usually created by the narrator pressing the "Next text" button very close to a new phrase (audio marker). When the narration stops, EasePublisher analyses the new audio clips and will modify them so that no audio clips will be shorter than this defined length.

**Note! This feature is also available as a separate command in the Tools menu and in the "Cleanup" section during build.**

"Current recording mode"

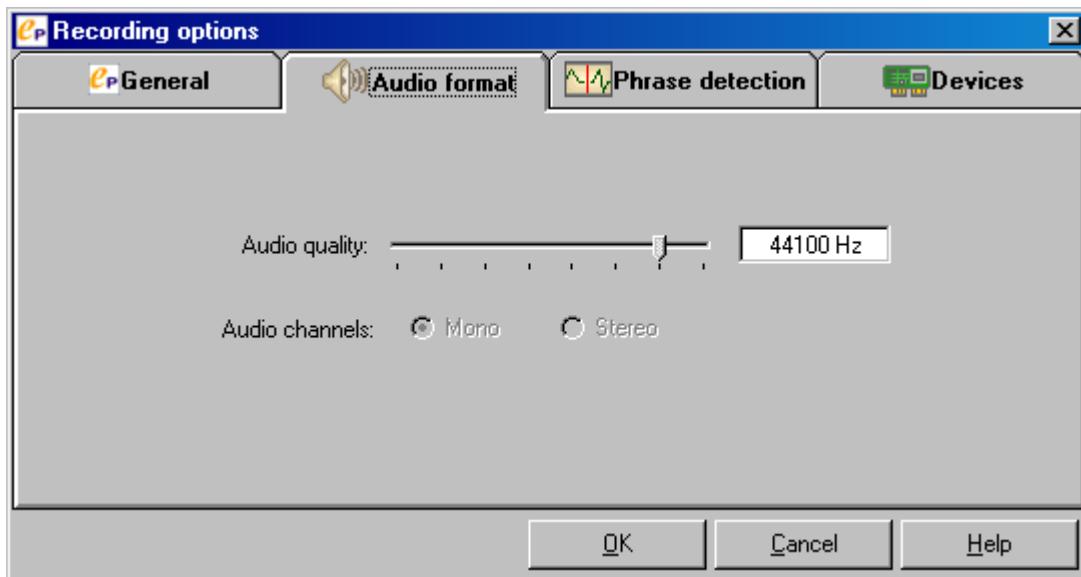
Selects the recording modes from...

- **Overwrite** - Any new audio that is recorded will overwrite the existing audio from that point onwards.
- **Insert** - Any new audio that is recorded will be inserted at that point, without overwriting any of the existing audio.
- **Replace to zero** - This recording mode is used together with the user time counter. After a mistake, the narrator presses the "**Reset user time counter to zero**" button and rewinds to a place before the start of the mistake. The narrator can then make a "**punch-in**" recording to replace what is between the start of the retake and user time zero. It does not matter if the new recording contains more or less audio than the mistake - it will always replace everything between the start of the retake and user time zero.

"Voice activation"

Determines if the recording function waits for a detected audio signal (i.e. narrator begins speaking) before starting to record.

#### 4.6.2 Audio Format Recording Options



The "**Audio format**" options contains the following settings relating to the format of any recordings that are made in EasePublisher. Please note - It is only possible to alter these settings if audio has not yet been added to the current heading. If audio is already present, it is not possible to alter these settings.

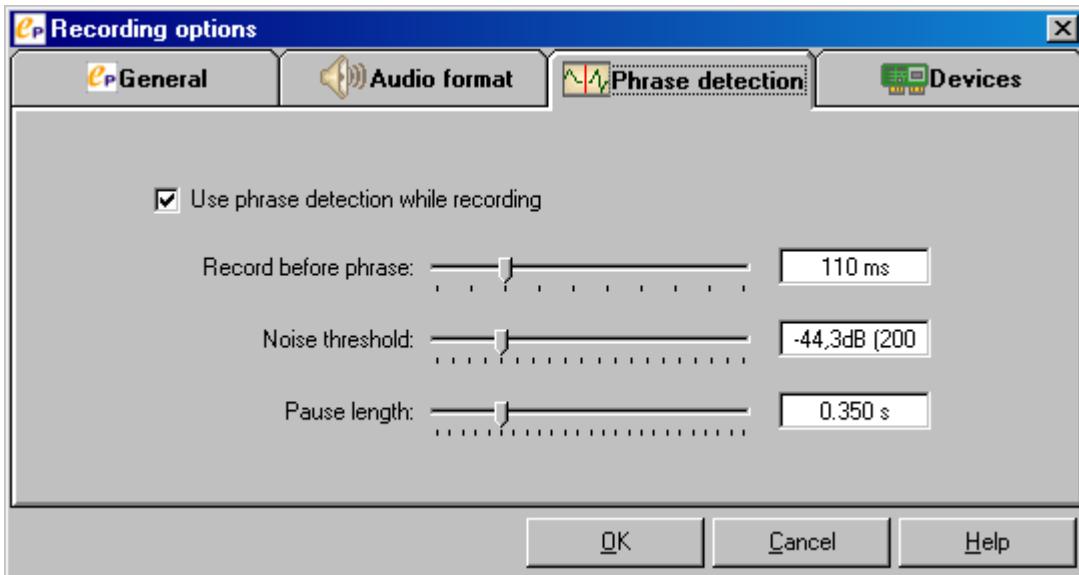
##### "Audio quality"

This setting allows the user to select the audio format using a slider bar. It is possible to choose a format from 5000Hz up to 48000Hz. Please note that not all these sampling frequencies are available on all sound boards.

##### "Audio channels"

This setting allows the user to choose if recordings are made in "Mono" or "Stereo".

#### 4.6.3 Phrase Detection Recording Options



The "**Phrase detection**" settings are used to configure the phrase detection that EasePublisher will use during import or recording of audio in a project. Phrase detection should be used in situations when the user wants EasePublisher to automatically create audio events by detecting pauses in the audio stream. Using this feature makes talking books much easier to navigate, both for the producer and the listener of the book.

##### "Use phrase detection while recording"

This option should be selected if the user wants audio events to be automatically created during the recording of audio. EasePublisher divides the audio data into segments and phrases while recording.

##### "Record before phrase"

This is the time in milliseconds that the recording engine steps back in the audio when detecting a new phrase. The user can specify from 70ms up to 250ms by adjusting the slider bar.

##### "Noise threshold"

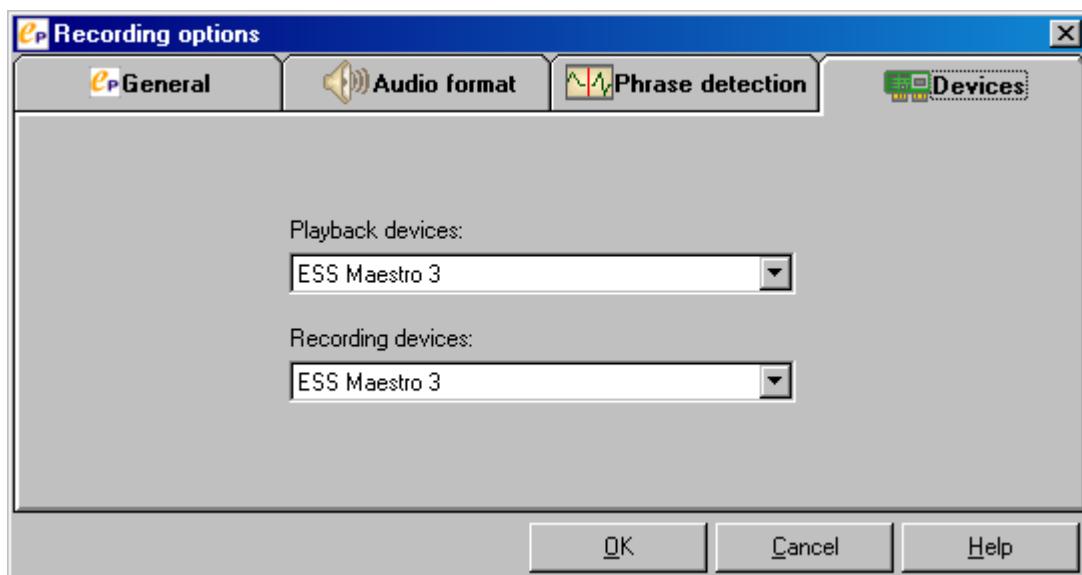
There is always some background noise during a recording session and to be able to detect pauses in the recording the amplitude of this noise needs to be identified. The calibration process identifies the amplitude of the background noise and stores that value as the noise

threshold. If phrases aren't detected correctly this value might need to be adjusted manually. The user can specify from -50.3db to -35.1db by adjusting the slider bar.

#### "Pause length"

This is the time in seconds of silence that is needed for the recording engine to determine that a pause has taken place. The user can specify from 0.100secs up to 5.000secs by adjusting the slider bar.

#### 4.6.4 Devices Recording Options



The "Devices" category allows the user to select the soundcard to use for playback and recording. EasePublisher automatically detects all compatible devices, which are installed on the system, and allows the user to select one from the two drop down lists.

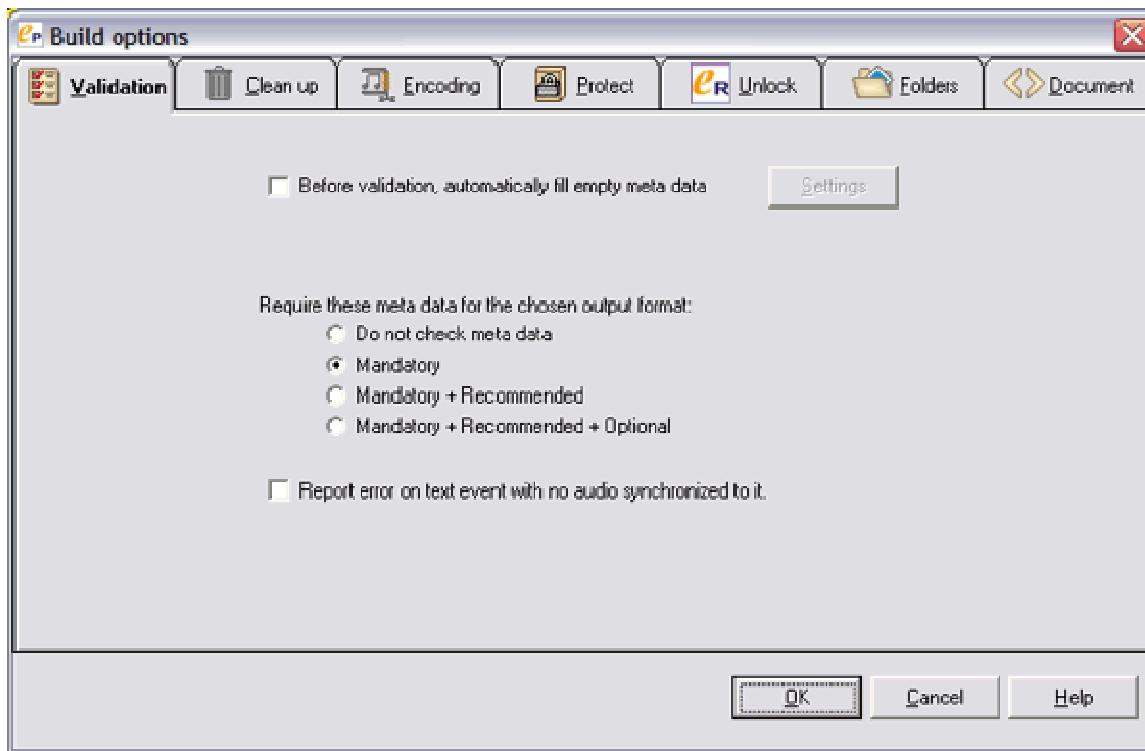
#### "Playback devices"

The first drop down list is used to select the soundcard that is used for playback of a production.

#### "Recording devices"

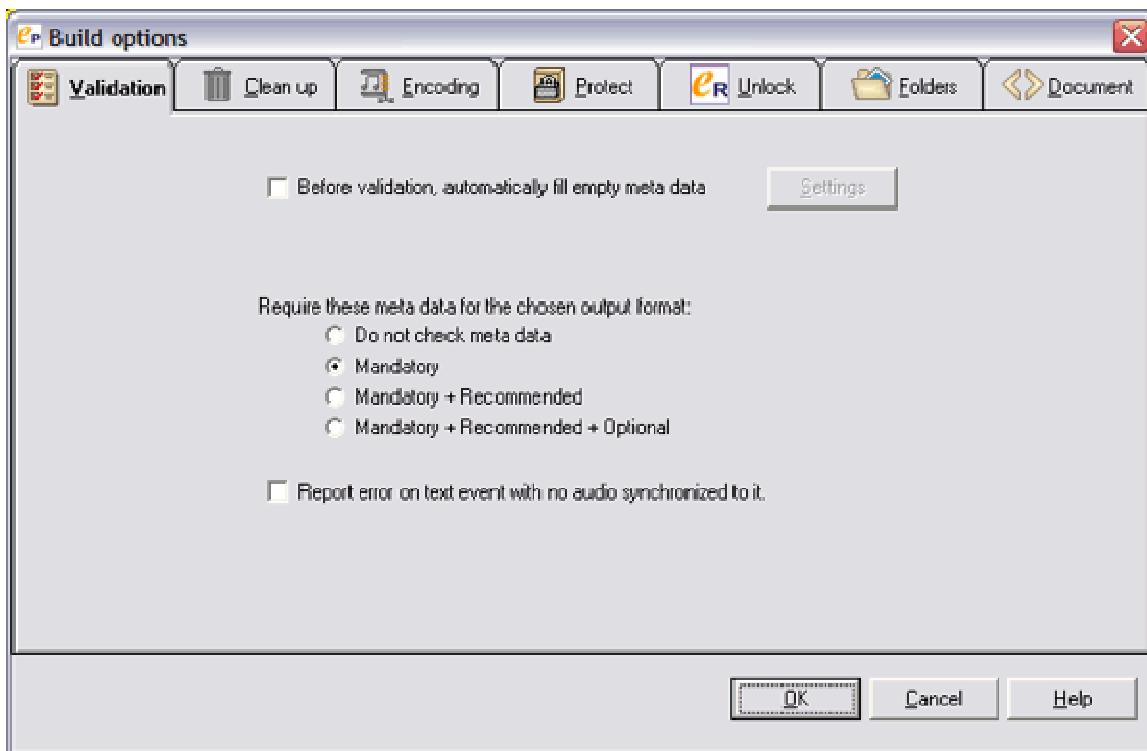
The second drop down list is used to select the soundcard that is used for recording audio for a production.

## 4.7 Build Options



The "**Build options**" dialog allows the user to determine settings for validating and outputting a completed production. The dialog contains options relating to "**Validation**", "**Clean up**", "**Encoding**", "**Protect**", "**Unlock**", "**Folders**" and "**Document**". This dialog can be viewed by selecting **Options>Build options** from the top menu or by pressing <Ctrl + B>.

#### 4.7.1 Validation Build Options



A completed project can be validated by EasePublisher to ensure that it conforms to the standards set by the DAISY Consortium. The "**Validation**" category in "**Build options**" allows the user to configure this function.

"Before validation, automatically fill empty meta data"

This option will fill any found missing meta data with a predefined value. These meta data can be defined in the "Meta Data" dialog. Press the "Settings" button to launch that dialog.

"Require these meta data for the chosen output format"

This option determines whether the validation process also validates the "Meta data" of the project.

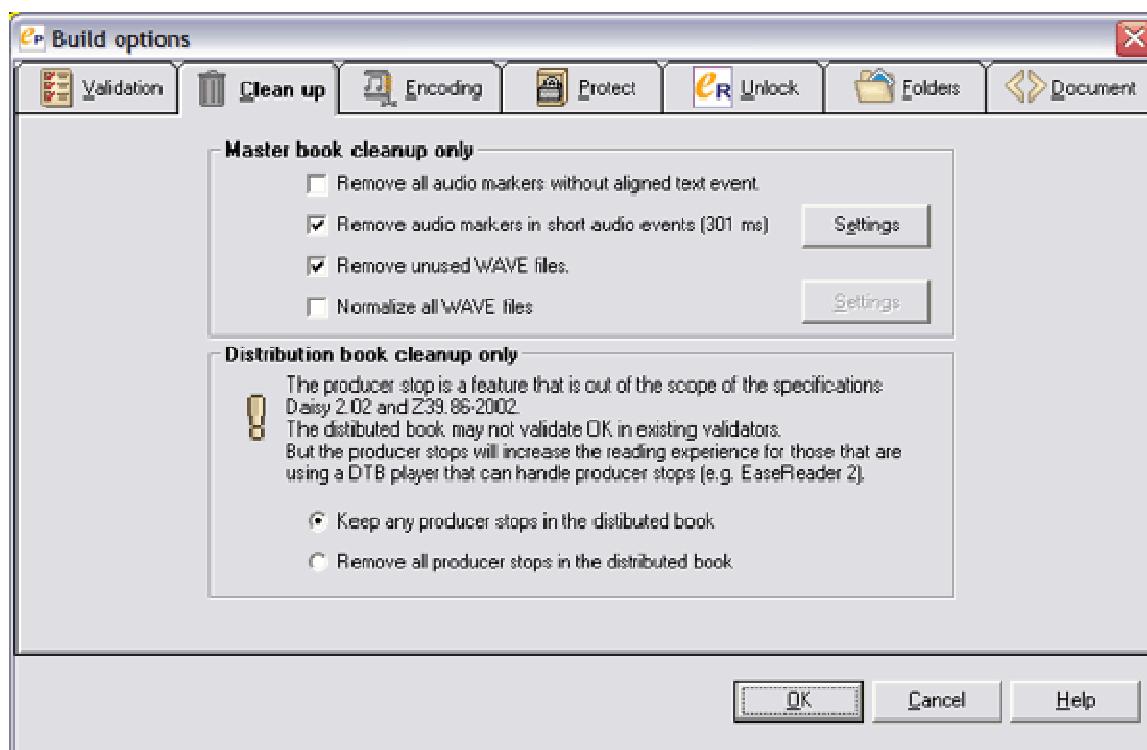
- "**Do not check meta data**": If this option is selected, EasePublisher will not validate the Meta data of the project.
- "**MandatoryMandatory**" is present and valid based on the guidelines set by the DAISY Consortium.

- "**Mandatory + Recommended**": If this option is selected, EasePublisher will only check that Meta data in the project classed as "**Mandatory**" and "**Recommended**" is present and valid based on the guidelines set by the DAISY Consortium.
- "**Mandatory + Recommended + Optional**": If this option is selected, EasePublisher will check that all Meta data in the project is present and valid based on the guidelines set by the DAISY Consortium.

"Report error on text event with no audio synchronized to it"

If this option is selected, an error will be reported for any text event that has no audio corresponding to it in the SMIL file.

#### 4.7.2 Cleanup Build Options



The "Cleanup" category determines if unused files and markers are removed during the build process.

##### Master book cleanup only

"Remove all audio markers without aligned text event"

If this option is selected, during "**Cleanup**", any "additional" audio markers that fall between text events will be removed. This will result in one audio event equalling one text event. This feature is specially made for "FullText" books, where you need one single audio event for each text event. Running this feature on "audioNcc" headings is usually not good, as you will lose all audio events within those headings.

"Remove audio markers in short audio events"

If this option is selected, during "**Cleanup**", any audio events with a duration of less than the defined value will be joined together with other aligned audio events. The result will be that the book will not contain any audio events shorter than this defined length. You may also press the "Settings" button to alter that minimum length.

"Remove unused wave files"

During recording and editing of a project a number of wave files can often be generated that are not referenced in the SMIL file and are not required in the final "build". If "**Remove unused WAVE files**" is selected, any redundant audio files will be removed.

"Normalize all WAVE files"

This setting will ensure that all wave files are "**Normalized**" during the build process to ensure consistent audio volume. By selecting the "**Settings**" button, the "**Audio processing**" dialog will appear and it will be possible to configure the normalization of the audio.

### **Distribution book cleanup only**

Note! This option is a cleanup process for the distribution book only. Any defined producer stops in your master book can be removed from the distribution book by using this cleanup option.

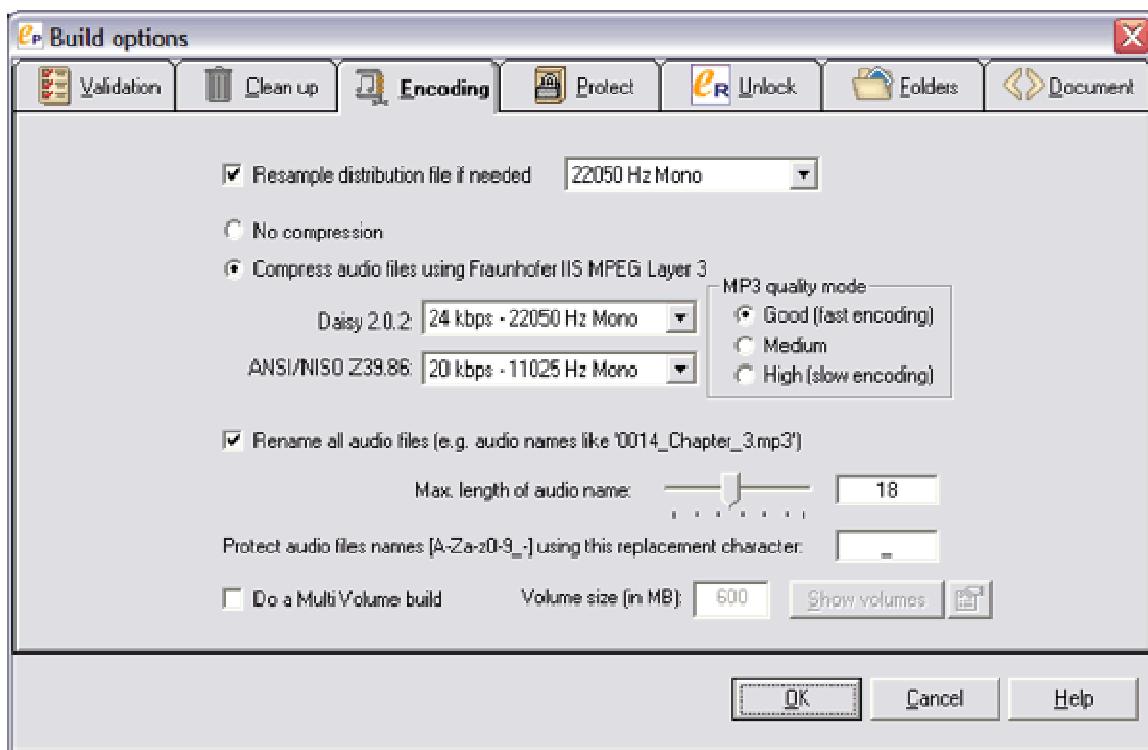
Keep any producer stop in the distribution book

Any defined producer stop will be kept in the distribution book as well.

Remove all producer stops in the distribution book

Any defined producer stop will be removed from the distribution book.

### 4.7.3 Encoding Build Options



The "**Encoding**" category determines how the audio is encoded during the build process.

"Resample distribution file if needed"

Choosing this option means that the finalised audio file will be resampled if necessary. Resampling might be needed if different parts of the material are recorded with different sample rates. In that case, it may not be possible to encode it with the same bitrate without resampling all parts into the same frequency. This option is also useful if the material is recorded with one sample rate but one that cannot produce the required output bitrate. Only the distribution files will be effected, not the source audio.

"No compression"

If this option is selected, the completed project will contain uncompressed audio files (WAVE files) as opposed to compressed

(MP3 etc.) files. If the master book contains headings with MP3 files, then those MP3 files will be copied to the distribution book. Note that EasePublisher will not create WAVE files from those MP3 files.

#### "Compress audio files using Fraunhofer IIS MPEG Layer 3"

If this option is selected, all audio files in the final project will be converted to MP3 format. The user can choose the compression format from a drop down list that contains all available encoding bitrates (Based on compatibility with the original recorded audio). A higher bitrate means higher quality of audio but will also result in a larger file size.

#### "MP3 quality mode"

This option allows the user to specify the quality of the MP3 that is produced.

- "**Good**" - Fast encoding.
- "**Medium**" - Higher quality but slower to encode.
- "**High**" - Highest quality but longest time to encode.

If the audio quality (the PCM wave file) is good, it is likely that no difference between the three settings will be apparent. However, if the audio quality is quite low (e.g. distorted "s" sounds, annoying background hiss, etc...), you can use the "**High**" setting to make the MP3 audio sound as good as possible. However, the performance of the encoder is much slower as it processes/filters the audio to a greater extent.

#### "Rename all audio files"

If this option is selected, all audio files will be given a logical name based on the name of the project, with a number (Track number) at the start to enable the audio files to be displayed in the correct order if they are to be played in isolation (e.g. in an MP3 player).

#### "Max length of audio name"

This slidebar is used in conjunction with the "**Rename all audio files**" option. If "**Rename all audio files**" is selected, the user can specify a maximum number of characters that the file name can have. Minimum of 8 characters up to an unlimited number.

#### "Protect audio file names"

To assure interoperability between various locales and platforms, the audio file names can only contain characters in the range [A-Za-z0-9.\_-].

The textbox contain the new character, which will replace any found invalid characters in the audio file names.

#### "Do a Multi Volume build"

By using this option, the distribution book will be devided into several parts. These separate parts can then be put on separate medias, such as CD-ROMs. How many parts will be built is depedant on the volume size, master book size, compression choice and DTB output type You may do a estimated calculation of the multi volume book, by typing in the media size in the "Volume size" text box (e.g. 650 for CD-ROM) and then press the "Show Volumes" button. You may also view or edit your multi volume announcements by pressing the "Edit announcements" button near by.

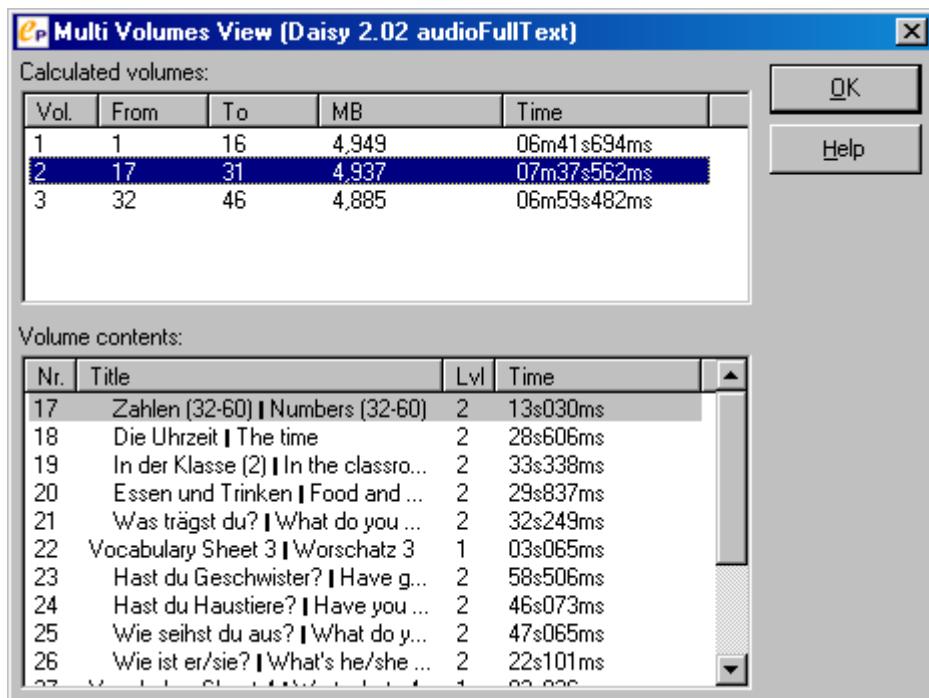
#### Show Volumes

Based upon your settings in the "Build Options" dialog, EasePublisher calculates how many volumes it will be and that's presented in this "Multi Volumes View".

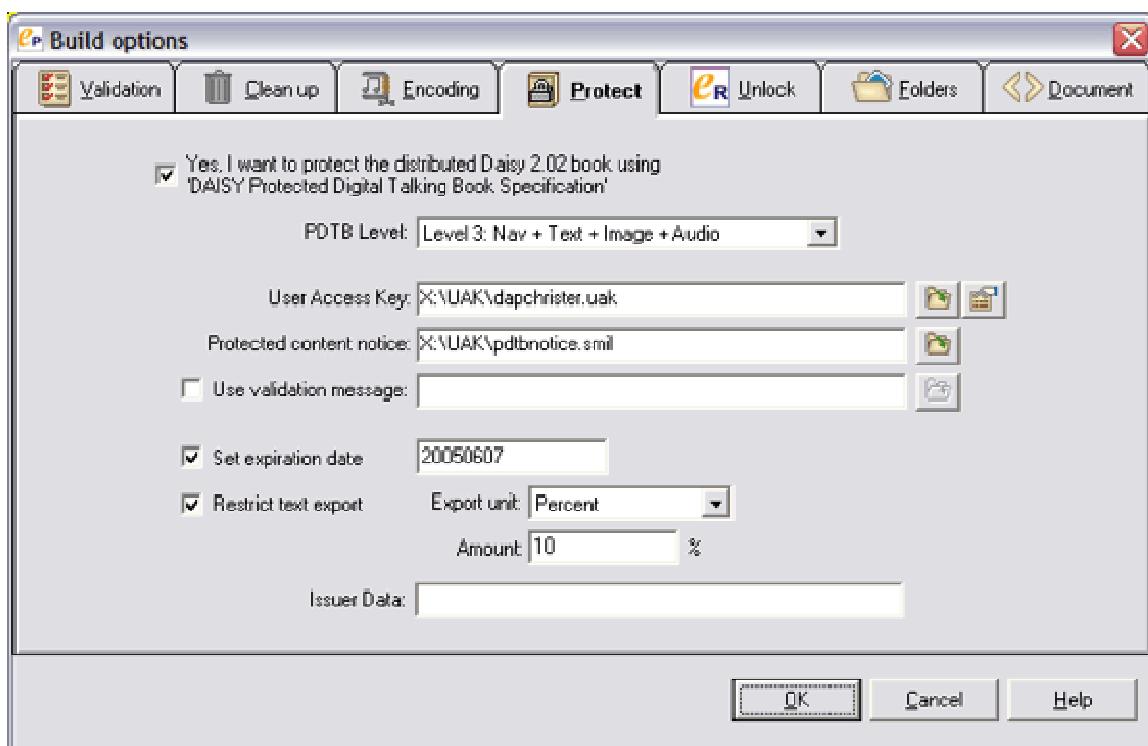
The top most list view shows how many volumes it became. For each volume, you can see which headings each volume contains and the volume size, expressed in MB and time.

If a single heading will not fit on your predefined volume size, EasePublisher will inform the user and colour each of those volumes red. You will not be able to build a multi volume book as long as this criteria is not met.

The lower list view is just a simple list of those headings the currently selected volume contains.



#### 4.7.4 Protect Build Options



For information about configuring the "Protect" category, please refer to the later section "**Creating Protected Digital Talking Books (PDTB's)**".

#### 4.7.5 Unlock Build Option



The "Unlock" category contains some options to unlock a branded EasyReader.

To make it possible to ship EasyReader on each distributed media (CD, DVD, etc), this unlock key must be generated. The unlock key contains producer specific information that will allow EasyReader to only open the books that are distributed by the specific producer. This requires a special branded version of EasyReader and a producer ID, which are both available from Dolphin AudioPublishing.

As default, these options are blocked so you cannot access them. If you do not have access rights to them and are interested in shipping EasyReader together with your book, please contact Dolphin AudioPublishing for more information.

"Yes, generate an unlock file for the distributed book"

When selected, the distributed book will also contain the special unlock file that will make sure that your branded EasyReader will open the book. The unlock file will be created based upon the producer ID specified in the text box in this dialog.

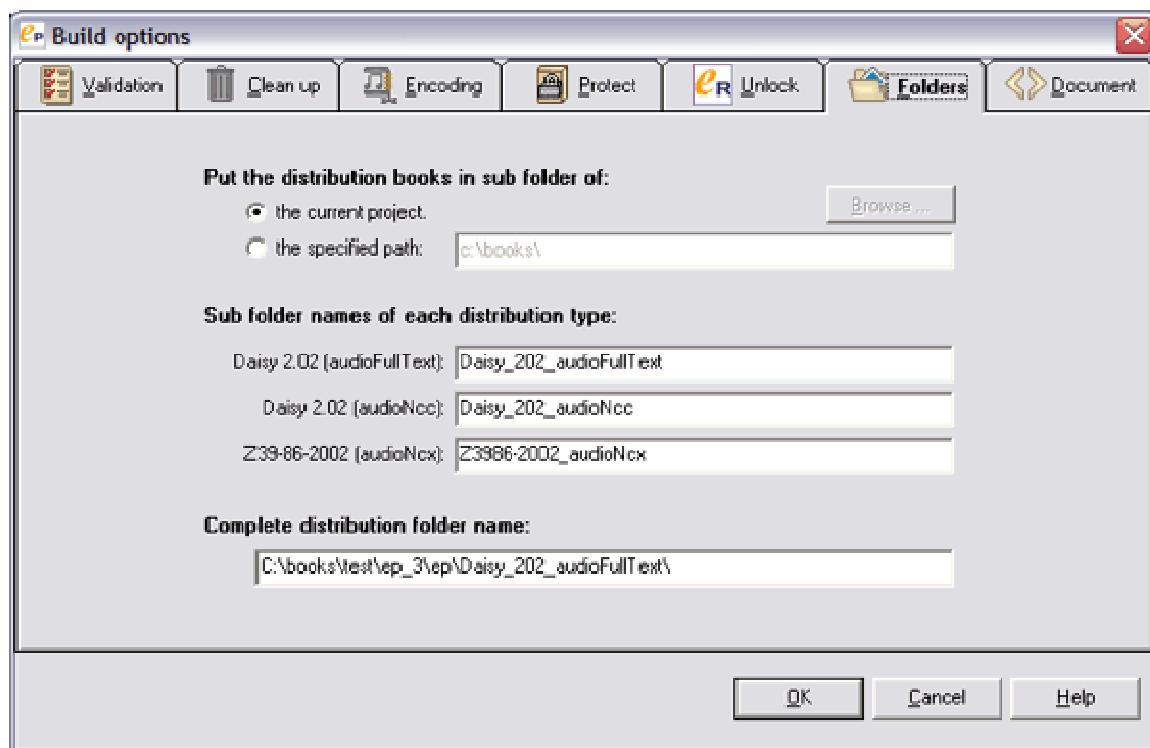
#### "Unlock key name"

This is the name of the currently selected unlock key. You may create new ones or remove it by pressing the "Create new key" or "Remove current key" buttons.

#### "Producer ID"

This is the unique ID that must match the branded EasyReader.

### 4.7.6 Folders Build Options



The "**Folders**" category allows the user to specify the distribution folders that EasePublisher will output to during the Build process.

#### "Put the distribution books in the sub folder of:"

This option allows the user to specify where the outputted project will be distributed:

- "**The current project**": The output will be located in a subfolder of the current project.
- "**The specified path**": The user can specify a folder to distribute outputted projects to. Selecting "**Browse...**" allows an existing folder to be chosen or a new folder created.

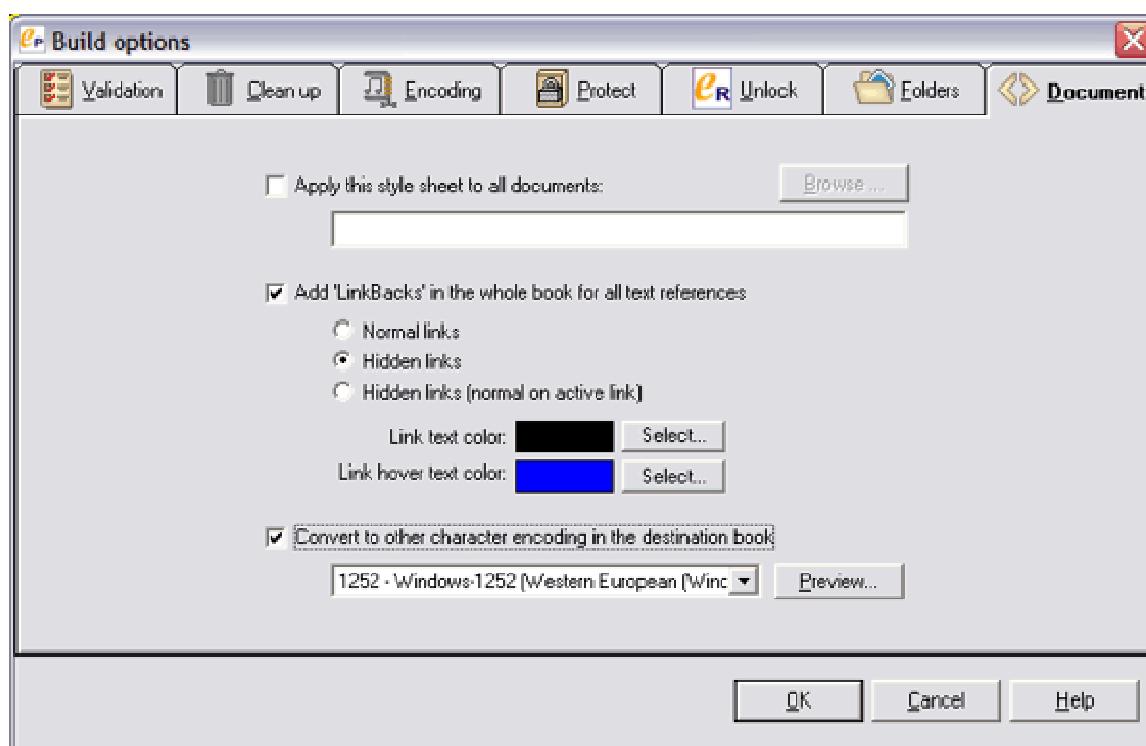
"Sub folder name of each distribution type"

Here you can type in your own sub folder name for each distribution type.

"Complete distribution folder name"

This text box contains the complete path to the distribution folder and the path name is created based upon your folder settings above.

#### 4.7.7 Document Build Options



The "**Document**" category allows the user to alter general distribution settings for the distribution copy of the documents in the project during the Build process.

"Apply this style sheet to all documents"

If selected the given style sheet will be added to the distribution copy of all documents in the project. Select "**Browse**" to designate the CSS file to use.

"Add 'Linkbacks' in the whole book for all text references"

If selected, EasePublisher will add 'Linkback' links info the distributed book for all text references. These links are only added into the source documents and will improve the usability of the book in full text DTB players. When the user clicks with the mouse on a text that have this 'Linkback', the DTB player can simply follow that link. Please note that this navigation method may not be supported by all DTB players.

You also have some options were you define how these links should be created in the documents.

- "Normal links (no style)" - 'Linkback' links will be added, but no styling will be added to the source document. This kind of styling can be added in a separate CSS file.
- "Hidden links" - The 'Linkback' links are as default hidden set to hidden, which means that the link's underlining will not be visible in the DTB player. The link colour options are available for this option.
- "Hidden links (normal on active link)" - Same as above, but when the user moves the mouse pointer over such a text reference, the link's underlining will become visible as long as the mouse pointer is over that text reference.

Colour options for the two "Hidden links" options:

- "Link text color" - Choose a text colour for the all added links.
- "Link hover text color" - Choose a text colour when the mouse pointer is over such a text reference.

"Convert to other character encoding in the destination book"

Whilst working with your project inside EasePublisher, UTF-8 is used throughout the whole project. If the producer wants to use a different character encoding for the distributed book, this option can be used. You can also press the "**Preview**" button to temporarily convert the current document to the selected code page.

## 4.8 Audio Processing Options

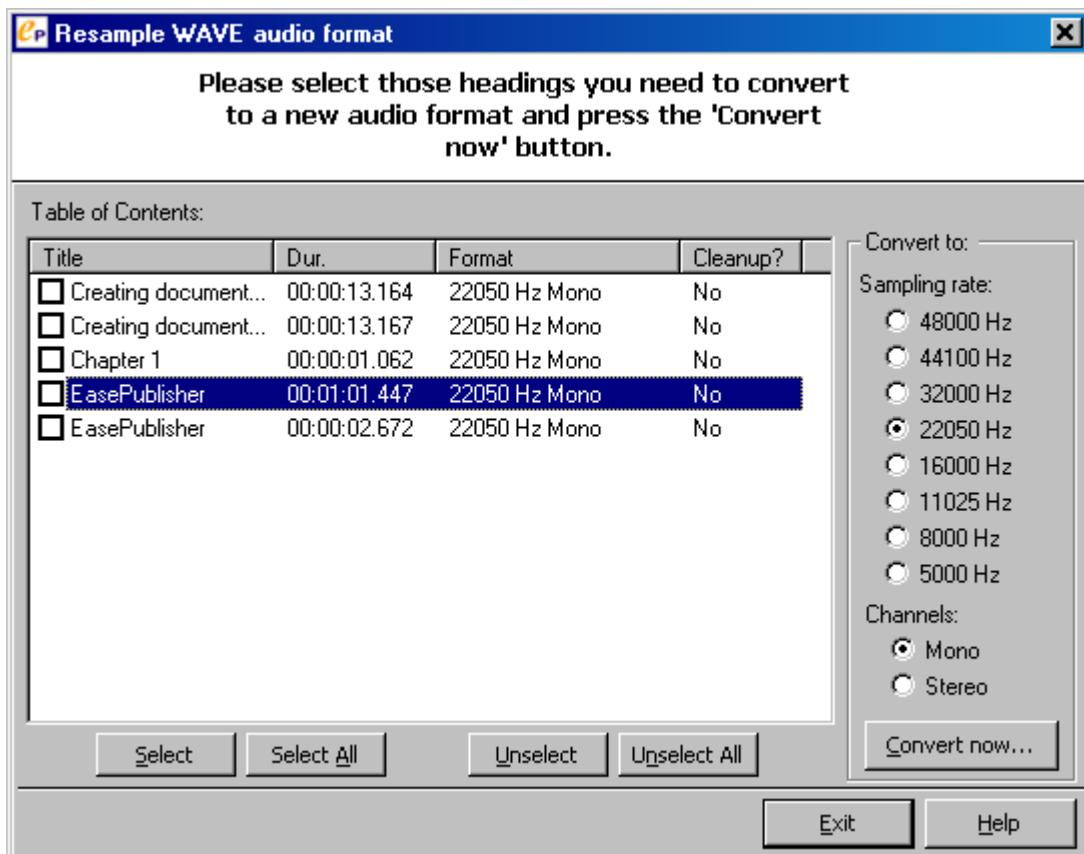
EasePublisher have a range of audio processing features that can be applied on the audio. These are:

- "Resample audio"
- "Fade In"
- "Fade Out"
- "Amplify"
- "Normalize"
- "Filter"
- "Silence"

### 4.8.1 Resample WAVE audio format

EasePublisher allows the audio within the headings to be resampled if required.

This is done by selecting **Tools>Audio processing>Resample audio** or selecting the "Audio processing tools" icon  from the toolbar on the right-hand side of the audio wave form, and selecting "**Resample audio**". The "**Resample WAVE audio format**" dialog will then appear.

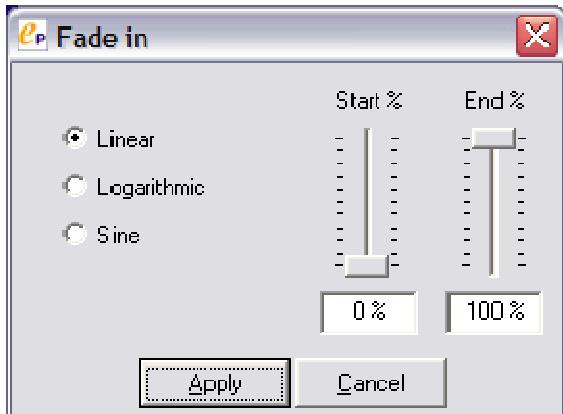


To resample the audio files, follow these steps:

1. Select the audio files that you wish to resample by selecting the check box next to the titles of the headings that you want to resample. If you want to resample all audio files, choose the "**Select All**" button.
2. On the right hand side of the dialog, the user then chooses the "**sampling rate**" that the new audio files will be resampled to. This varies through a range from 5000 Hz up to 48000 Hz. Select the desired rate via the radio button next to the chosen rate. Please note that all these sampling rates may not work on all soundcards.
3. The final option is to select the "**Channels**". This can be either "**Mono**" or "**Stereo**" and is selected via the radio button next to the chosen format.

4. To complete the process, select "**Convert now...**".

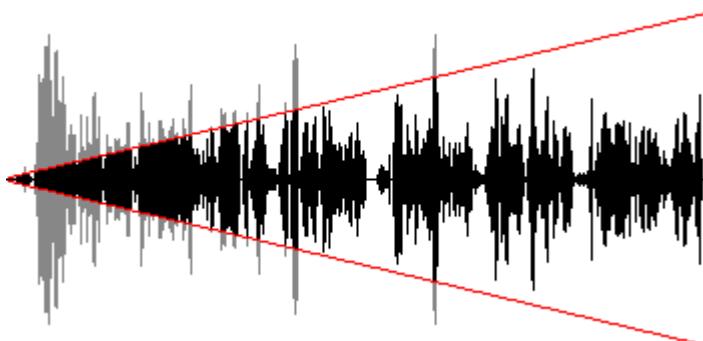
#### 4.8.2 Fade In Audio Processing Options



The "**Fade In**" category allows the user to specify the type and levels of fade at the start of the audio file or on the current selection.

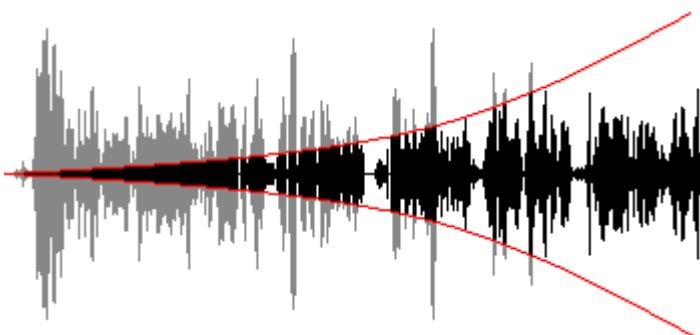
##### "Linear"

If you want the fade in to increase the volume equally throughout the whole selection you should select the **linear** option.



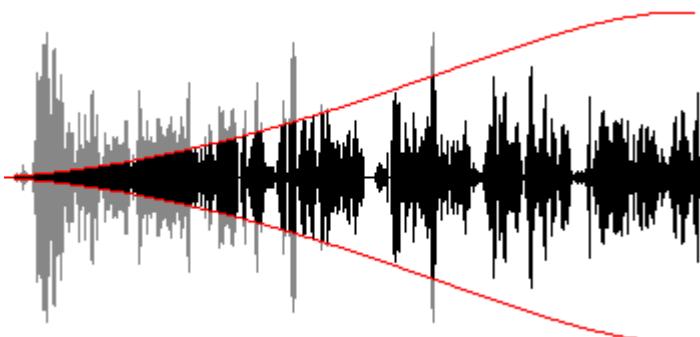
##### "Logarithmic"

If you want the fade in to increase the volume more at the end of the selection you should select the **logarithmic** option.



"Sine"

If you want the fade in to increase the volume more at the end of the selection but with a smoother touch than with the logarithmic formula you should select the **sine** option.



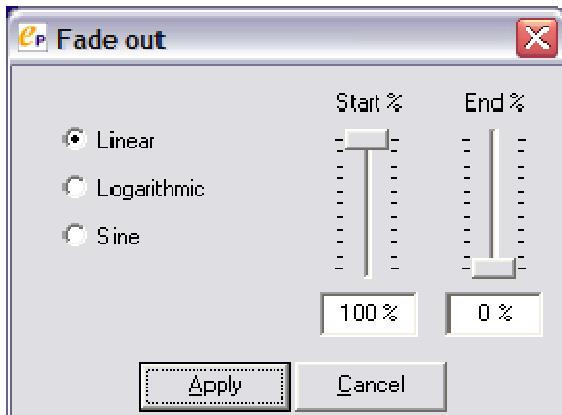
"Start %"

This is the volume level at the starting point of the Fade. This is set as a percentage from the slider bar.

"End %"

This is the volume level at the end point of the Fade. This is set as a percentage from the slider bar.

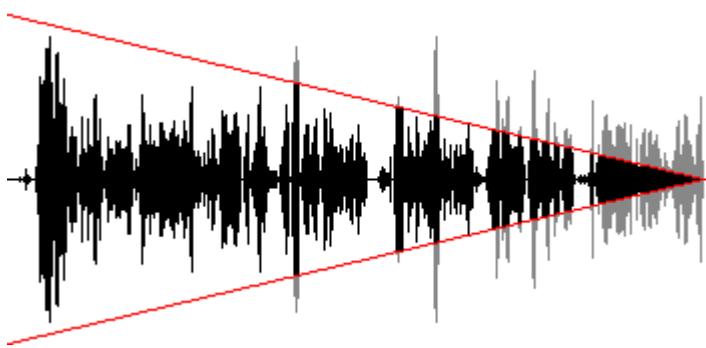
#### 4.8.3 Fade Out Audio Processing Options



The "**Fade Out**" category allows the user to specify the type and levels of fade at the end of the audio file or on the current selection.

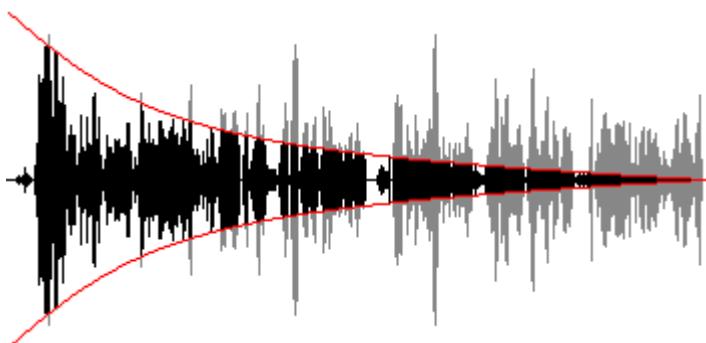
"Linear"

If you want the fade out to decrease the volume equally throughout the whole selection you should select the **linear** option.



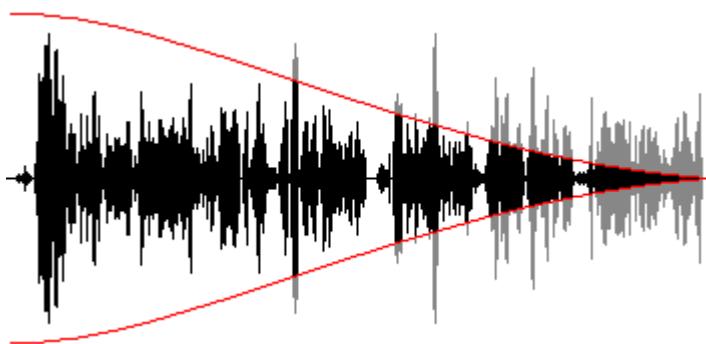
"Logarithmic"

If you want the fade out to decrease the volume more at the end of the selection you should select the **logarithmic** option.



"Sine"

If you want the fade out to decrease the volume more at the end of the selection but with a smoother touch then with the logarithmic formula you should select the **sine** option.



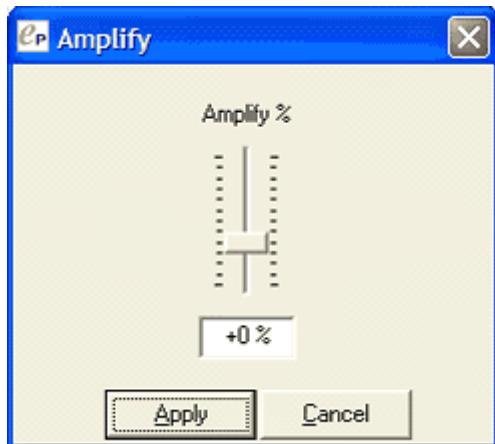
"Start %"

This is the volume level at the starting point of the Fade. This is set as a percentage from the slider bar.

"End %"

This is the volume level at the end point of the Fade. This is set as a percentage from the slider bar.

#### 4.8.4 Amplify Audio Processing Options

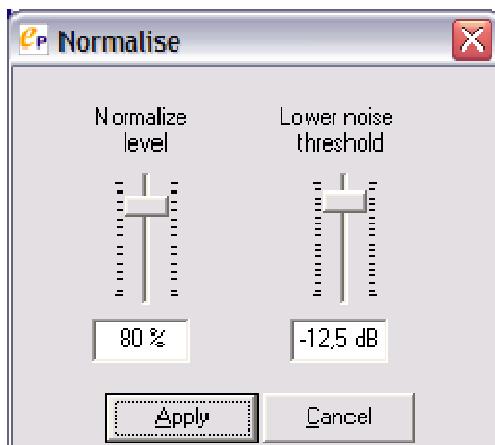


The "**Amplify**" category allows the user to amplify the audio file or on the current selection (If required). Amplification means that the audio amplitude is increased or decreased with the given percentage.

##### "Amplify %"

This is the level of amplification to apply. This is set as a percentage from the slider bar from -100% up to +200%.

#### 4.8.5 Normalize Audio Processing Options



The "**Normalize**" category allows the user to normalize the audio file or on the current selection (If required). Normalization is used to adjust the amplitude to the same level throughout the entire audio file.

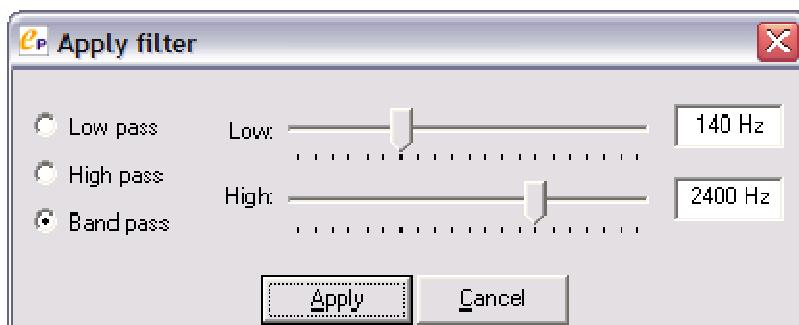
##### "Normalize level"

This is the normalize level to apply. The highest value in the file is set to the given percentage of the maximum audio value a computer can handle; all other values are then adjusted accordingly. This is set as a percentage from the slider bar from 0% up to 100%.

"Lower noise threshold"

To make sure that only audio and not silence nor background noise is volume adjusted it is important to set the lower noise threshold to a correct value. The lower noise threshold to use is set by adjusting the slider bar. This covers a range of -78.3db up to -0.0db.

#### 4.8.6 Filter Audio Processing Options



The "**Filter**" category allows the user to apply filters to the audio file or on the current selection (If required). Filters are used to remove unwanted high or low frequency noise. To remove index tones (50Hz) for example, requires a low pass filter that is set to 50 or higher.

"Low pass"

This is a filter that removes all frequencies below the given value of the slider.

"High pass"

This is a filter that removes all frequencies above the given value of the slider.

"Band pass"

This is a combined low pass and high pass filter that removes all frequencies below and above the given values of the sliders.

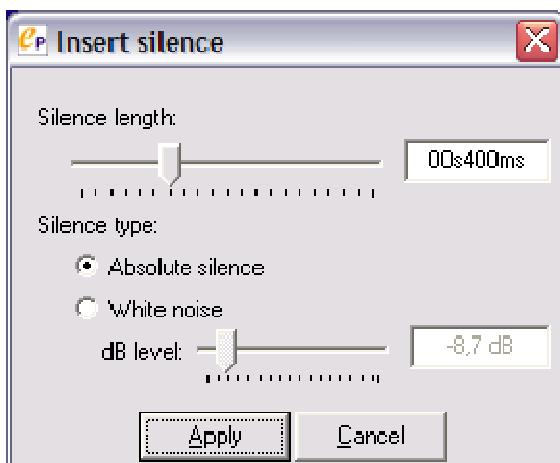
"Low"

Adjusting the slider bar sets the setting for low and band pass filter. This covers a range of 15Hz up to 20000Hz.

"High"

Adjusting the slider bar sets the setting for high and band pass filter. This covers a range of 15Hz up to 20000Hz.

#### 4.8.7 Silence Audio Processing Options



The "**Silence**" category allows the user to add silence in the audio file (If required). The amount of silence to add is given by the slider.

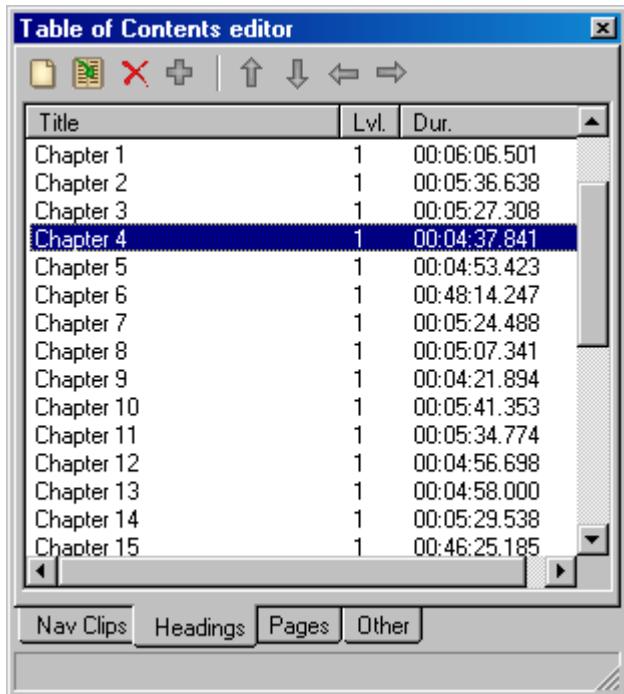
"Silence type"

- "**Absolute silence**": Add the given amount of absolute silence (0 dB) at a given position in the file.
- "**White noise**": Add the given amount of "white" silence at a given position in the file. The amplitude for the white noise is given by adjusting the slider.

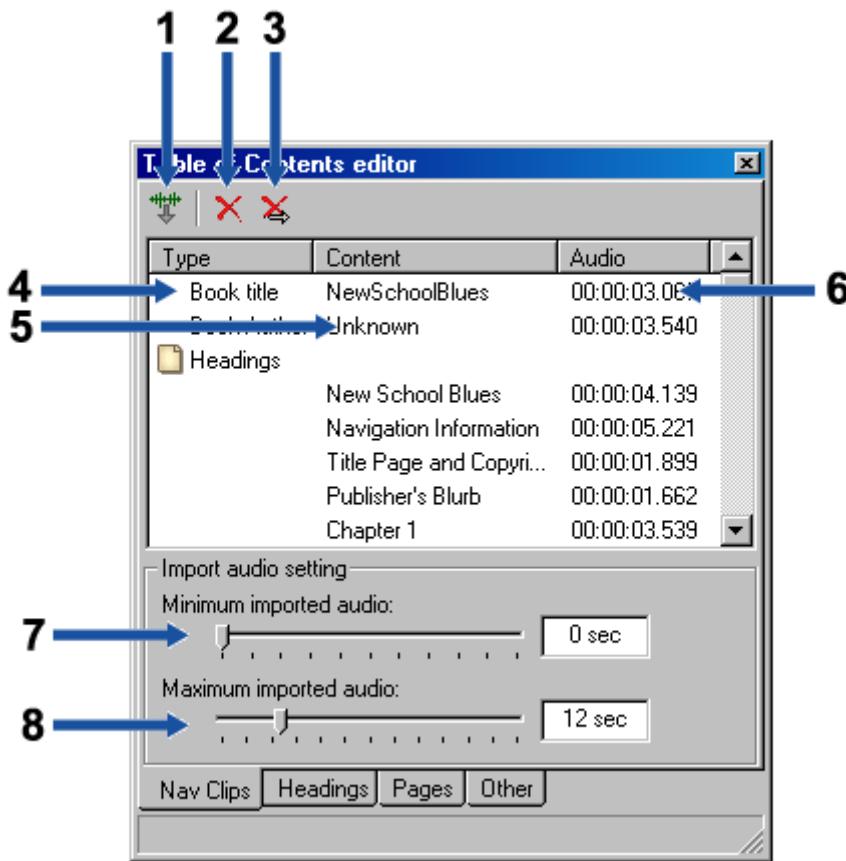
#### 4.9 The Table of Contents Editor

The "**Table of Contents Editor**" is a virtual index of the project. It displays all **headings** (chapters); **pages** and "**optional content**" (Footnotes, producer notes and sidebars) contained within the project

and allows further editing of the structure and navigational elements. The **"Table of Contents Editor"** is viewed by selecting **View>Open Table of Contents View** from the top menu or by pressing <F4>.

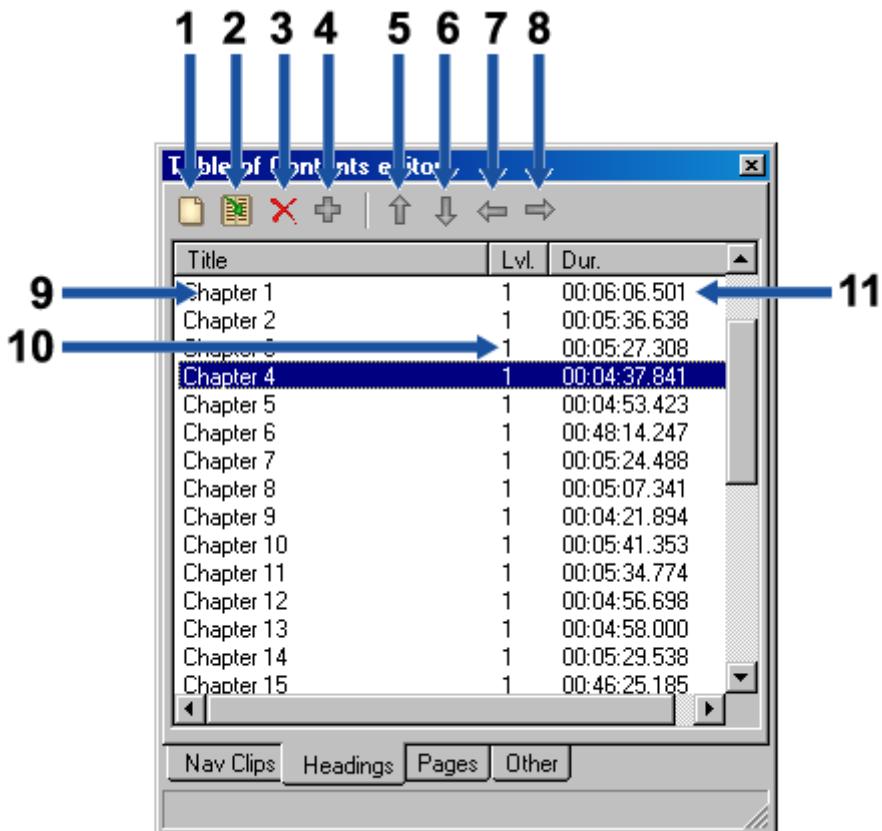


#### 4.9.1 Nav Clips view

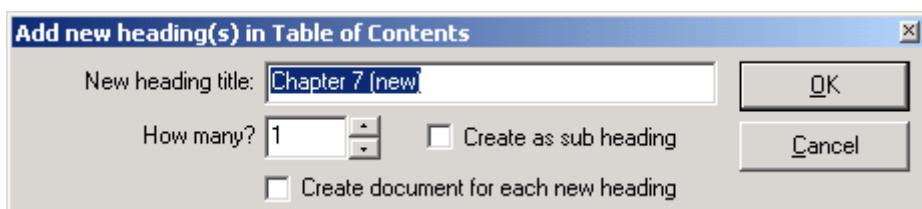


1. Import audio from the heading's audio clips.
2. Remove audio clip from current navigation point.
3. Remove all audio clips from the whole navigation view.
4. Navigation type (book title, book author, headings, pages, sidabars, foot notes and producer notes).
5. The text in the current navigation point.
6. Audio clip length for the current navigation point.
7. Minimum imported audio - when importing audio from your headings, the imported audio will be at least the length of this setting.
8. Maximum imported audio - when importing audio from your headings, the imported audio will have a maximum length of this setting.

#### 4.9.2 Headings View



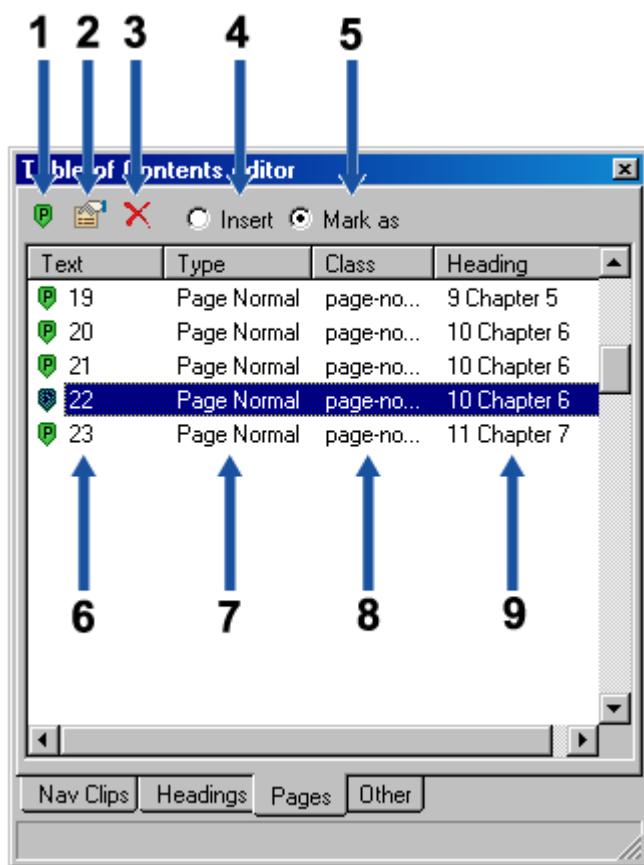
1. Add new heading(s).



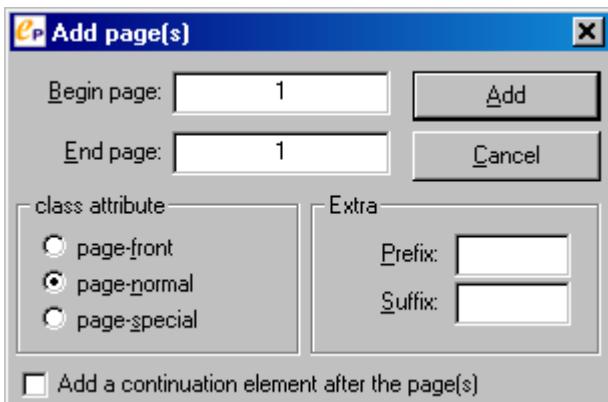
2. Import into this project (documents, other NCC, other Table of Contents).
3. Remove selected headings.
4. Join headings.
5. Move selected heading(s) up.
6. Move selected heading(s) down.
7. Move selected heading(s) left (decrease level).

8. Move selected heading(s) right (increase level).
9. Heading title.
10. Heading level.
11. Heading playback time duration.

#### 4.9.3 Pages View

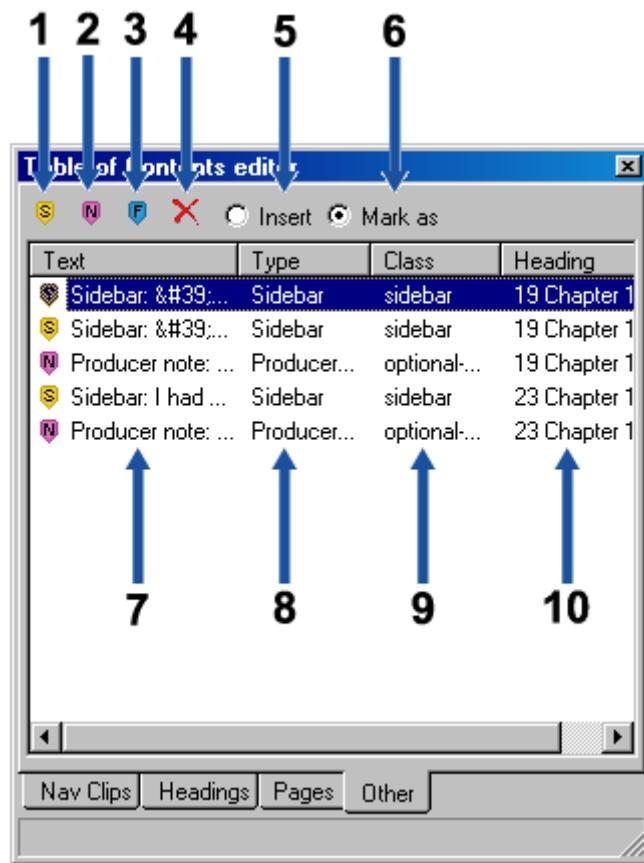


1. Add new page(s).



2. Modify current page(s).
3. Remove current page break(s).
4. Insert new page.
5. Mark current text event as page.
6. Text of page.
7. Type of page.
8. Class of page.
9. Chapter / Heading title.

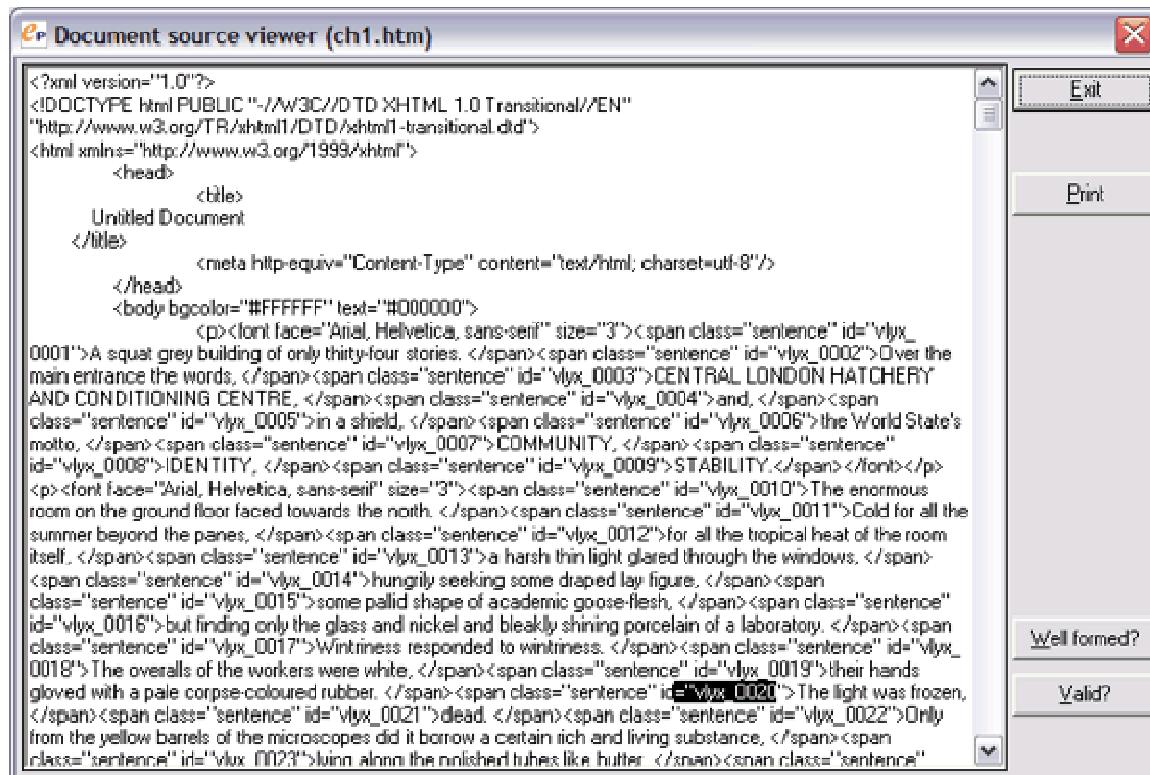
#### 4.9.4 Optional Content View



1. Add new sidebar.
2. Add new producer note.
3. Add new footnote.
4. Remove current note.
5. Insert as new text.
6. Mark current text event as optional content.
7. Text of optional content.
8. Type of optional content.
9. Class of optional content.
10. Heading title.

## 4.10 The Document Source Viewer

The **"Document Source Viewer"** is used for viewing the underlying source code of the project NCC, the source SMIL file, or the source HTML file.



On the right hand side of the Document Source Viewer are a collection of buttons for performing the following actions:

"Exit": Close the Document Source Viewer.

"Print": Output the source code to a printer.

"Well formed?": Checks if the source code is well-formed according to MS XML.

"Valid?": Validates the source code against the defined DTD using MS XML .

### 4.10.1 Viewing the NCC File

To view the source code of the NCC file, select **View>View Source>Daisy 2.02>Project NCC.HTML** from the top menu.

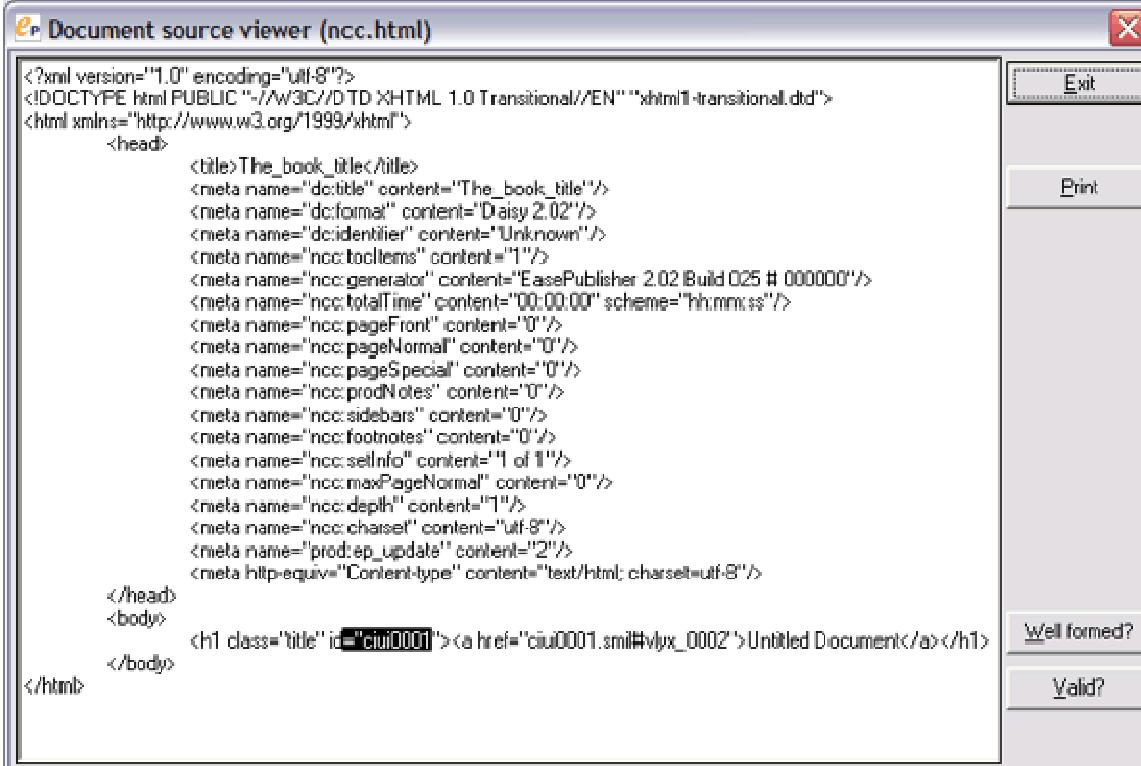
The project NCC (Navigational Control Centre) is an XHTML file and therefore knowledge of XHTML code and the DAISY specification is required.

The NCC is an essential component of a digital talking book in that it provides a view of all the points in the production to which a user may navigate. Each navigation point in the NCC is linked through a SMIL file to the corresponding location in the audio and the text, and provides navigation to a specific point in the book.

For detailed information about NCC file, please read the full DAISY specification by visiting

<http://www.daisy.org/publications/specifications.asp>

<http://www.daisy.org/publications/specifications.asp>.



The screenshot shows a window titled "Document source viewer (ncc.html)". The main area contains the XML code of an XHTML file. The code includes standard HTML tags like <html>, <head>, and <body>, along with specific DAISY namespace meta tags such as <meta name="dc:title" content="The\_book\_title"/>. On the right side of the window, there is a vertical toolbar with buttons for "Exit", "Print", "Well formed?", and "Valid?". The "Valid?" button is highlighted with a blue border.

```

<?xml version="1.0" encoding="utf-8"?>
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
  <head>
    <title>The_book_title</title>
    <meta name="dc:title" content="The_book_title"/>
    <meta name="dc:format" content="Daisy 2.02"/>
    <meta name="dc:identifier" content="Unknown"/>
    <meta name="ncc:tocItems" content="1"/>
    <meta name="ncc:generator" content="EasePublisher 2.02 Build 025 # 000000"/>
    <meta name="ncc:totalTime" content="00:00:00" scheme="hh:mm:ss"/>
    <meta name="ncc:pageFront" content="0"/>
    <meta name="ncc:pageNormal" content="0"/>
    <meta name="ncc:pageSpecial" content="0"/>
    <meta name="ncc:prodNotes" content="0"/>
    <meta name="ncc:sidebars" content="0"/>
    <meta name="ncc:footnotes" content="0"/>
    <meta name="ncc:selInfo" content="1 of 1"/>
    <meta name="ncc:maxPageNormal" content="0"/>
    <meta name="ncc:depth" content="1"/>
    <meta name="ncc:charset" content="utf-8"/>
    <meta name="prod:sp_update" content="2"/>
    <meta http-equiv="Content-type" content="text/html; charset=utf-8"/>
  </head>
  <body>
    <h1 class="title" id="ciu0001"><a href="ciu0001.smil#vlyx_0002">Untitled Document</a></h1>
  </body>
</html>

```

#### 4.10.2 Viewing the SMIL file

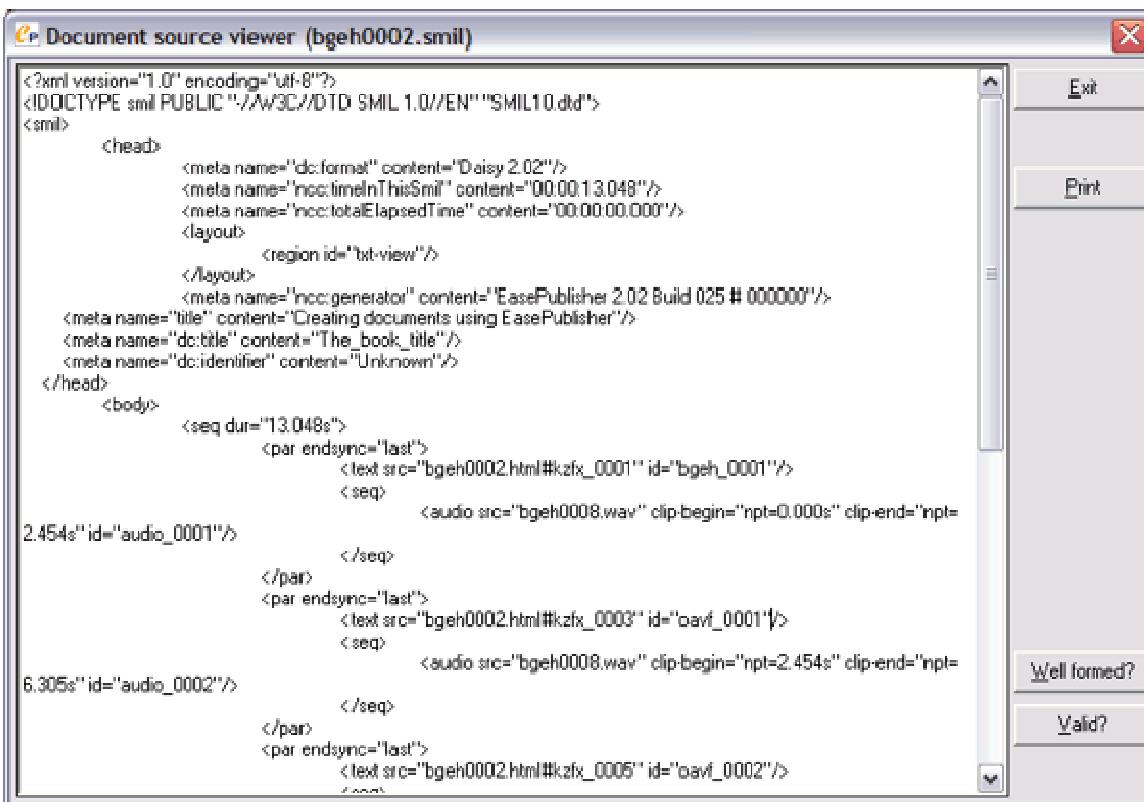
To view the source code of the SMIL file, select **View>View Source>Daisy 2.02>Source SMIL (Name of file)** from the top menu.

The SMIL file of a DAISY project is a SMIL 1.0 compliant document that provides the text and audio synchronisation functionality for all defined segments of the production's content. A SMIL file is always in continuous sequence, and contains one or several parallel time groups or synchronisation units referring to text and/or audio media objects.

For detailed information about SMIL files, please read the full DAISY specification by visiting

<http://www.daisy.org/publications/specifications.asp>

<http://www.daisy.org/publications/specifications.asp>.



The screenshot shows a window titled "Document source viewer (bgeh0002.smil)". The main area displays the following SMIL XML code:

```
<?xml version="1.0" encoding="utf-8"?>
<!DOCTYPE smil PUBLIC "-//W3C//DTD SMIL 1.0//EN//SMIL10.dtd">
<smil>
  <head>
    <meta name="dc:format" content="Daisy 2.02"/>
    <meta name="ncc:timeInThisSmil" content="00:00:13.048"/>
    <meta name="ncc:totalElapsedTime" content="00:00:00.000"/>
    <layout>
      <region id="txt-view"/>
    </layout>
    <meta name="ncc:generator" content="EasePublisher 2.02 Build 025 # 000000"/>
    <meta name="title" content="Creating documents using EasePublisher"/>
    <meta name="dc:title" content="The_book_title"/>
    <meta name="dc:identifier" content="Unknown"/>
  </head>
  <body>
    <seq dur="13.048s">
      <par endsync="last">
        <text src="bgeh0002.html#kzfx_0001" id="bgeh_0001"/>
        <seq>
          <audio src="bgeh0008.wav" clip-begin="npt=0.000s" clip-end="npt=2.454s" id="audio_0001"/>
        </seq>
      </par>
      <par endsync="last">
        <text src="bgeh0002.html#kzfx_0003" id="oavf_0001"/>
        <seq>
          <audio src="bgeh0008.wav" clip-begin="npt=2.454s" clip-end="npt=6.305s" id="audio_0002"/>
        </seq>
      </par>
      <par endsync="last">
        <text src="bgeh0002.html#kzfx_0005" id="oavf_0002"/>
      </par>
    </seq>
  </body>
</smil>
```

The right side of the window has a vertical toolbar with buttons for "Exit", "Print", "Well formed?", and "Valid?".

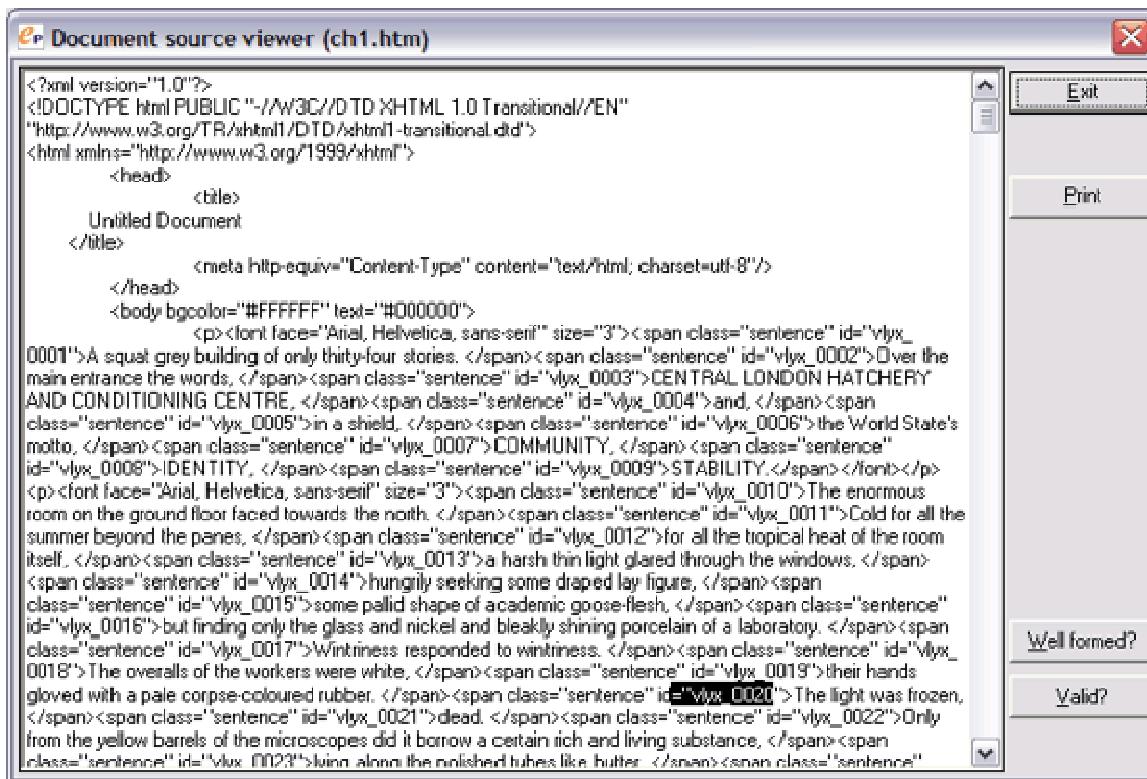
#### 4.10.3 Viewing the source XHTML document

To view the source code of the XHTML file, select **View>View Source>Daisy 2.02>Source document** (Name of file) from the top menu.

The NCC file only contains text information that is limited to headings, pages, and simple references to other content.

For fully synchronised text and audio DTB's, additional text files are required. These files must be XHTML 1.0 compliant.

For full information about the source XHTML document, please visit  
[http://www.daisy.org/publications/specifications/daisy\\_202.html#textdoc](http://www.daisy.org/publications/specifications/daisy_202.html#textdoc)  
[http://www.daisy.org/publications/specifications/daisy\\_202.html#textdoc](http://www.daisy.org/publications/specifications/daisy_202.html#textdoc).



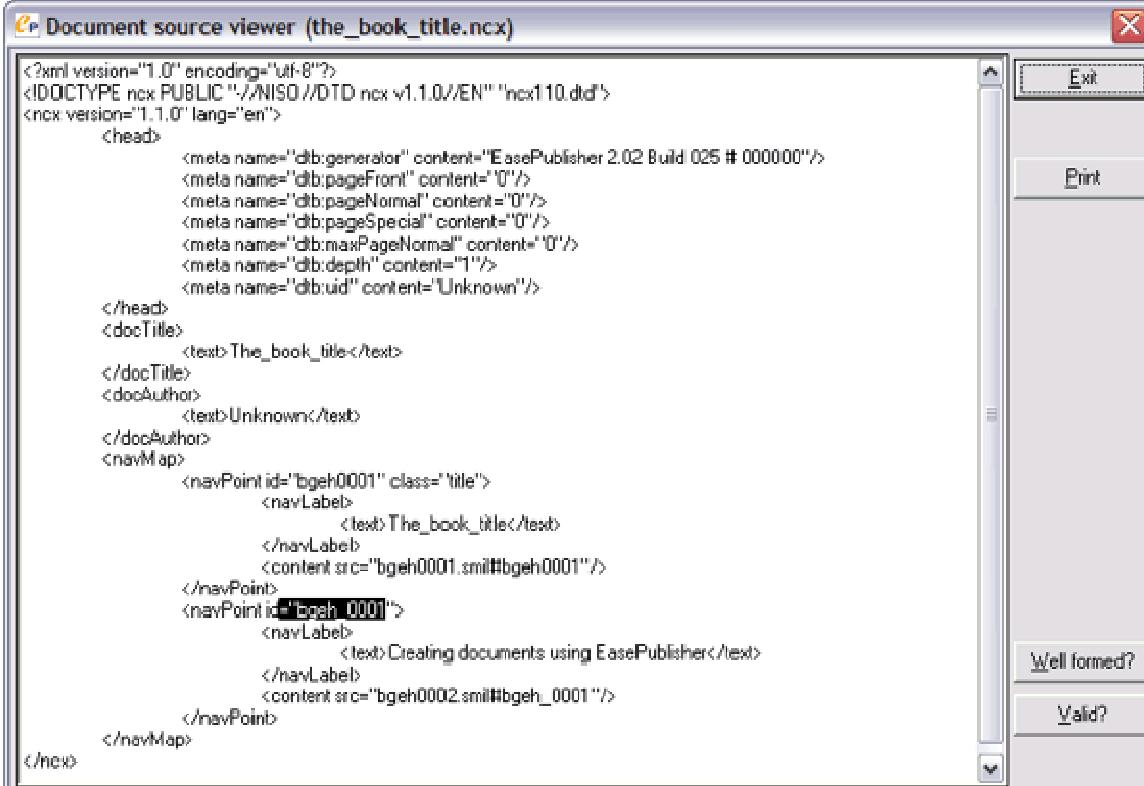
#### 4.10.4 Viewing the NCX File

To view the source code of the NCX file, select **View>View Source>Z39.86-2002>Navigation NCX** from the top menu.

The NCX file is an essential component of a Z39.86-2002 digital talking book in that it provides a view of all the points in the production to which a user may navigate. Each navigation point in the NCX is linked through a SMIL file to the corresponding location in the audio and the text, and provides navigation to a specific point in the book.

For detailed information about NCX file, please read the full Z39.86-2002 specification by visiting

<http://www.daisy.org/publications/specifications.asp>  
<http://www.daisy.org/publications/specifications.asp>



The screenshot shows a window titled "Document source viewer (the\_book\_title.ncx)". The main area displays the XML code for an NCX (Navigation eXchange) file, which is used as the basis for an OPF (Open eBook Forum Package File). The XML includes metadata like the generator (EasePublisher 2.02 Build 025 # 000000), page counts, and author information. It also defines a navigation map with two points: one for the book title and another for a chapter titled "Creating documents using EasePublisher". The right side of the window has buttons for "Exit", "Print", and validation links for "Well formed?" and "Valid?".

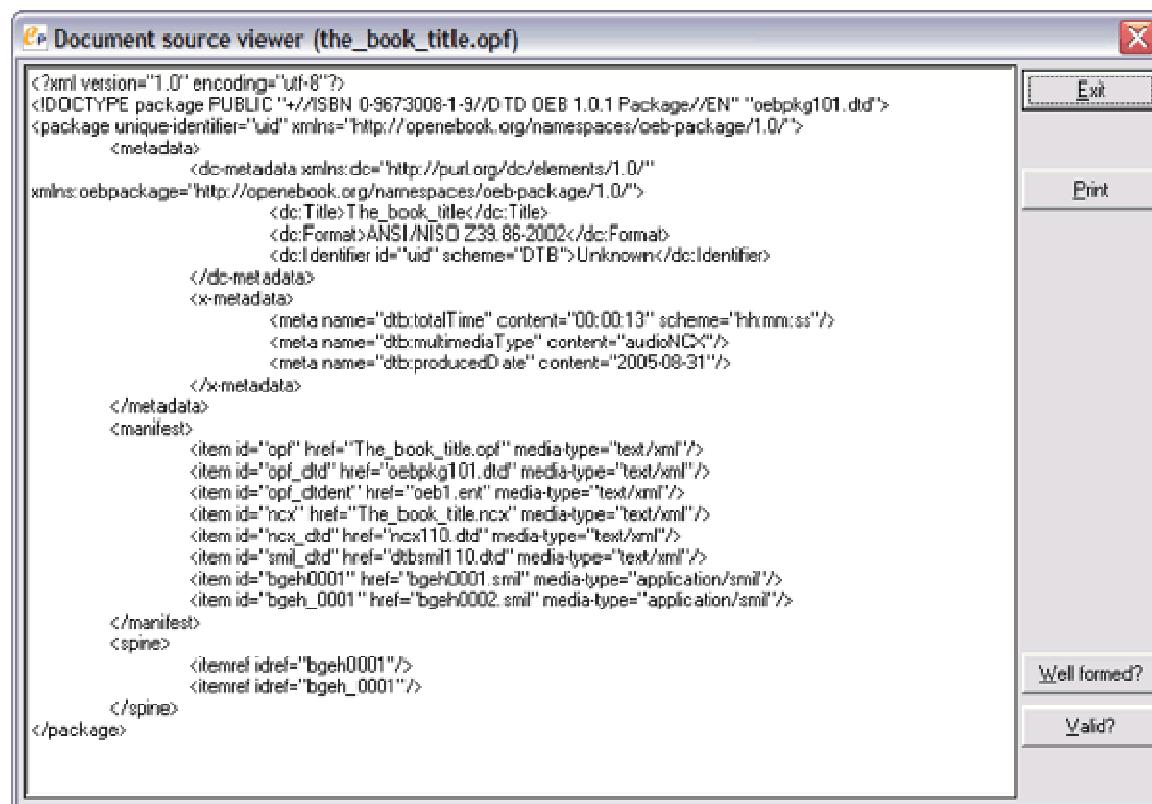
```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE ncx PUBLIC "-//NISO//DTD ncx v1.1.0//EN" "ncx110.dtd">
<ncx version="1.1.0" lang="en">
  <head>
    <meta name="db:generator" content="EasePublisher 2.02 Build 025 # 000000"/>
    <meta name="db:pageFront" content="0"/>
    <meta name="db:pageNormal" content="0"/>
    <meta name="db:pageSpecial" content="0"/>
    <meta name="db:maxPageNormal" content="0"/>
    <meta name="db:depth" content="1"/>
    <meta name="db:uid" content="Unknown"/>
  </head>
  <docTitle>
    <text>The_book_title</text>
  </docTitle>
  <docAuthor>
    <text>Unknown</text>
  </docAuthor>
  <navMap>
    <navPoint id="bgeh0001" class="title">
      <navLabel>
        <text>The_book_title</text>
      </navLabel>
      <content src="bgeh0001.smil#bgeh0001"/>
    </navPoint>
    <navPoint id="bgeh_0001">
      <navLabel>
        <text>Creating documents using EasePublisher</text>
      </navLabel>
      <content src="bgeh0002.smil#bgeh_0001"/>
    </navPoint>
  </navMap>
</ncx>
```

#### 4.10.5 Viewing the OPF File

To view the source code of the OPF file, select **View>View Source>Z39.86-2002>OPF File** from the top menu.

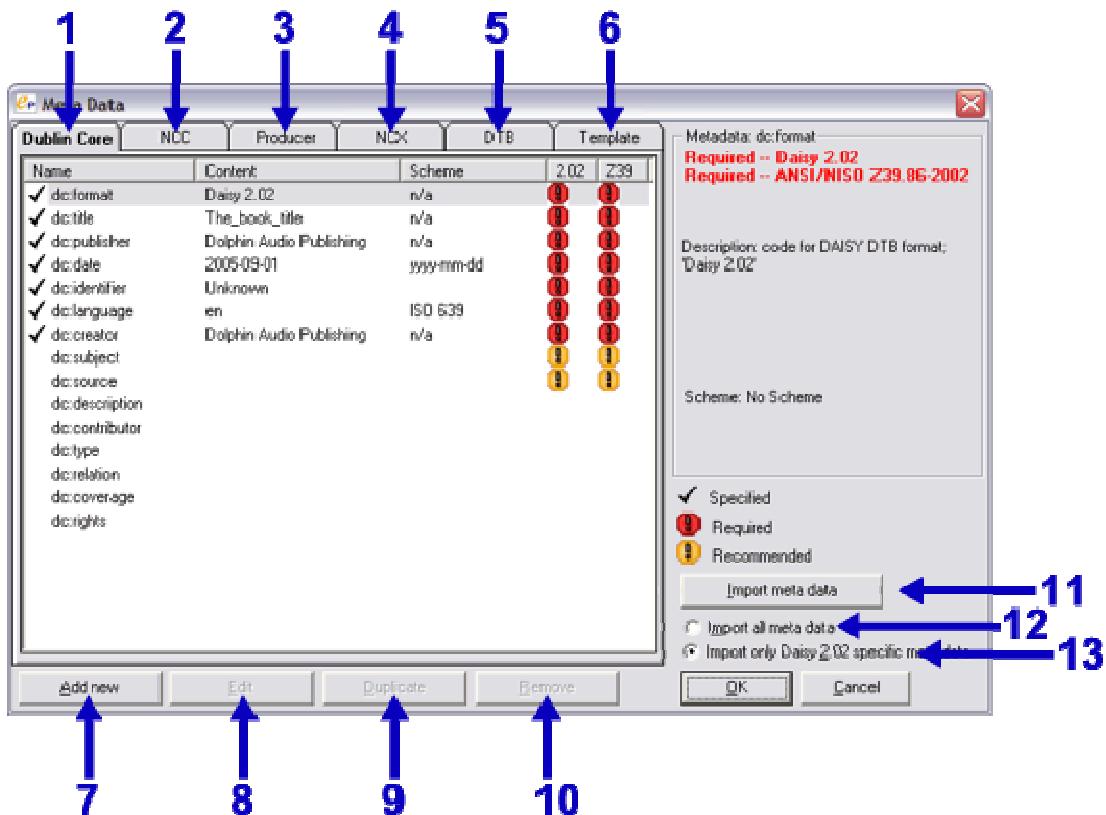
The OPF (Open eBook Forum Package File) file is an essential component of a Z39.86-2002 digital talking book that contains administrative information about the digital talking book, files that comprise it, and how these files interrelate.

For detailed information about the OPF file, please read the full Z39.86-2002 specification by visiting  
<http://www.daisy.org/publications/specifications.asp>  
<http://www.daisy.org/publications/specifications.asp>.



## 4.11 Meta Data

The Meta data of a DTB is edited using the "Meta data" dialog that is accessed from the main screen menu, **Project>Modify Meta data** or by pressing <Ctrl + M>. In order to pass the DTB validation tools, it is important that the Meta data is correct.



1. Dublin core Meta tags ("dc:")
2. DAISY 2.02 specific Meta tags ("ncc:").
3. Producer specific Meta tags ("prod:").
4. Z39.86-2002 specific Meta tags ("ncx:").
5. Z39.86-2002 specific Meta tags ("dtb:").
6. Template Meta tags - all available Meta tags in a list with default values, which can be used when automatically fill you empty meta data during build.
7. Add new "producer" or "template" Meta tag (Only available on the "Producer" abd "Template" tabs).

8. Edit selected Meta tag.
9. Duplicate selected Meta tag.
10. Remove selected Meta tag.
11. Import meta data from a XHTML file.
12. Import all meta data.
13. Import only DAISY 2.02 specific meta data ("dc:", "ncc:" and "prod:").

On the right hand side of this screen, is an area where detailed information about the current meta data is shown. It will also tell you if the current meta data is "required", "mandatory" or "optional" according to the DAISY 2.02 and/or Z39.96-2002 specifications.

#### "Dublin Core" tab

For bibliographic metadata, the DTB uses the Dublin Core (DC) Metadata Initiative element set, an internationally approved and broadly accepted standard necessary for the description of document resources. These are viewed and edited in the "**Dublin Core**" tab in the "**Meta data**" dialog.

#### "NCC" tab

Although the Dublin Core element set covers a wide range of bibliographic descriptions for DTB's, there is some important information that is not adequately covered in these 15 data categories. Additional elements specific to DAISY 2.02 DTB's have been developed. These are viewed and edited in the "**NCC**" tab in the "**Meta data**" dialog.

#### "Producer" tab

In addition, a producer can also add any meta data that is needed by them or their audiences. These are added, viewed and edited in the "**Producer**" tab in the "**Meta data**" dialog.

#### "NCX" tab

The Z39.86-2002 specification have a set of meta data that contains important information about the DTB. These are viewed in the "**NCX**" tab in the "**Meta data**" dialog. Please note that all these meta data are

automatically controlled and generated by EasePublisher and can therefore not be edited.

#### "DTB" tab

The meta data in the "DTB" tab, is quite similar to that in the "NCC" tab, but the Z39.86-2002 specification has a slightly different set of them. These are viewed and edited in the "**DTB**" tab in the "**Meta data**" dialog.

#### "Template" tab

This "Template" tab contains a list of all available and editable meta data in both the DAISY 2.02 and Z39.86-2002 specifications. The meta data which are controlled automatically and generated by EasePublisher are not available in this list.

The producer can create a set of meta data, that can be used later to add information to any found meta data which does not yet have a value. This list of meta data is stored locally on your computer and is therefore not bound to the current DTB. When creating the next DTB, you may use this producer-defined list to fill in any empty meta data. You may do this in two ways - either press the "**AutoFill now**" button within this dialog, or do it when building the book (available on the "**Validation**" tab within the "**Build Options**" dialog).

For full information about DAISY 2.02 Meta Data, please visit  
[http://www.daisy.org/publications/specifications/daisy\\_202.html#ncc](http://www.daisy.org/publications/specifications/daisy_202.html#ncc)  
[http://www.daisy.org/publications/specifications/daisy\\_202.html#ncc](http://www.daisy.org/publications/specifications/daisy_202.html#ncc)

For full information about Z39.86-2002 Meta Data, please visit

<http://www.niso.org/standards/resources/Z39-86-2002.html>

<http://www.niso.org/standards/resources/Z39-86-2002.html>

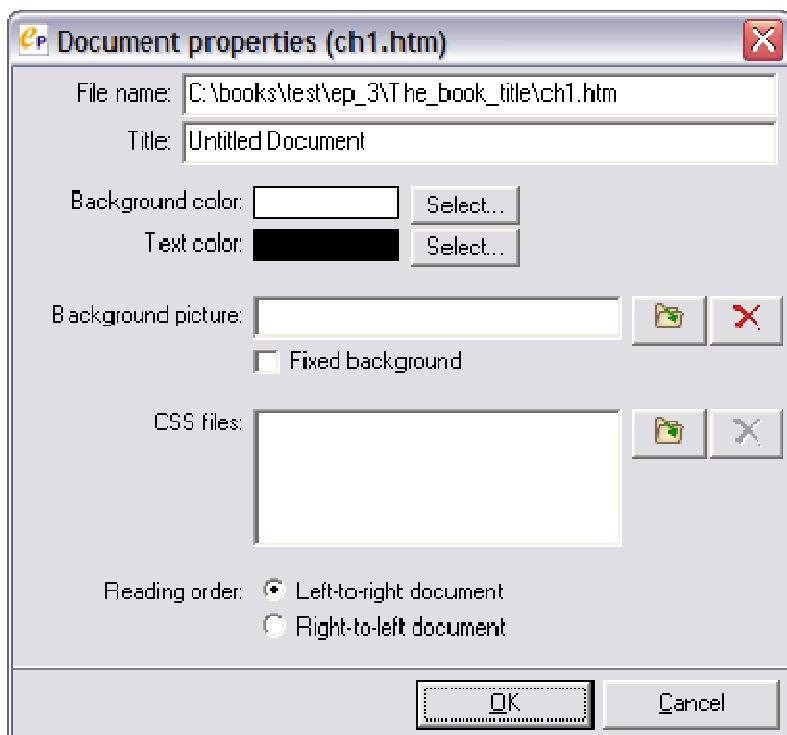
## 4.12 SMIL event information

The "**SMIL event information**" dialog can be opened through the menu command **View > View SMIL information** or by pressing **<Ctrl + I>** and it shows information about the current SMIL event. Also, the slider at the bottom can be used for fast event navigation.



## 4.13 Document Properties

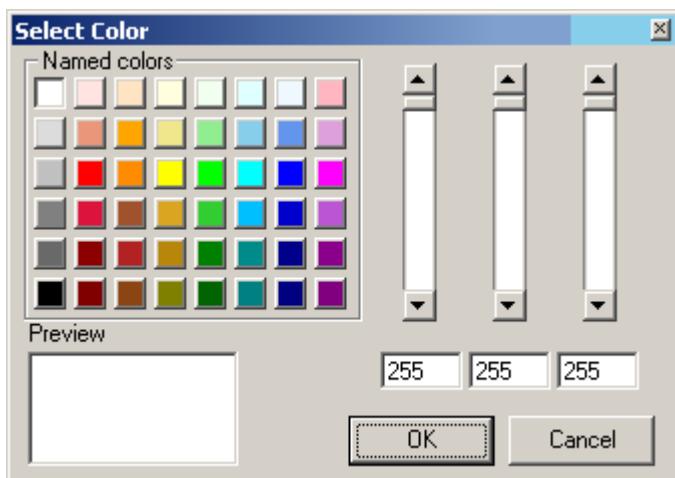
The "**Document properties**" dialog allows the producer to alter certain visual elements of the current document in the project. It is accessed by selecting **View>Document properties...** from the top menu.



"File name": This is the name and location of the current document. This can not be edited.

"Title": This is the document title.

"Background color": This sets the background colour of the document from a pop-up colour selector. The colour can be selected by selecting a "**Named Color**" or by adjusting the slider bars until the required colour appears in the "**Preview**".



"Text color": This sets the body text colour of the document from a pop-up colour selector. The colour can be selected by selecting a "**Named Color**" or by adjusting the slider bars until the required colour appears in the "**Preview**".

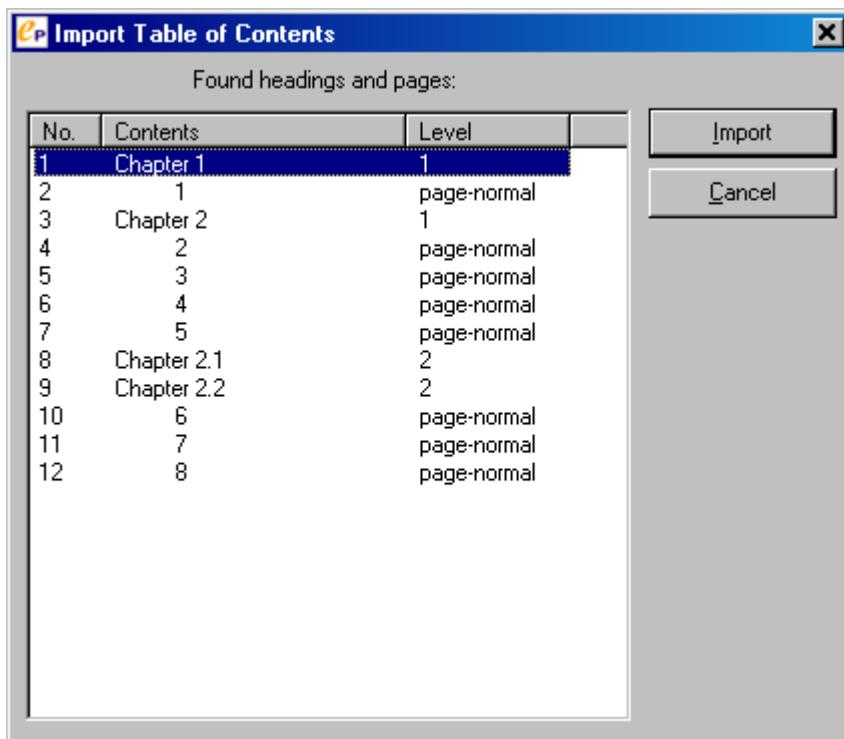
"Background picture": This allows an image to be set as the background of the document. The image is selected by clicking "**Browse**" and locating the image on the drive. If the check box "**Fixed**" is selected, the image will not scroll with the page, but will remain fixed in position.

"CSS files": This allows one or more pre-created style sheets to be applied to the document. The style sheet is selected by clicking "**Browse**" and locating the CSS file on the drive.

"Reading order": This allows you to change the reading order of the current document.

## 4.14 Import Table of Contents

The "**Import Table of Contents**" dialog allows the producer to import a Table of Contents into the current project. It is accessed by selecting **Project>Import>Import Table of Contents** from the top menu.



There are several methods to create the book's Table of Contents and this is one of them. Many producers prepare a book by creating a Table of Contents in a separate HTML file and this can be done in a simple HTML editor or even Notepad.

It is important that this file contains only headings and page numbers in a very specified manner. The headings must use the tag name Hn (h1, h2, h3, h4, h5 and h6) and the pages must use the tag name span. Further on, each of these pages must have of these the class names: page-normal, page-special or page-front.

**Please note, that this Table of Contents file cannot contain any other tags (i.e. formatting tags), than those specified above. If they do, you might experience loss of text or other unpredicted behaviour.**

Below is an example of a Table of Contents file:

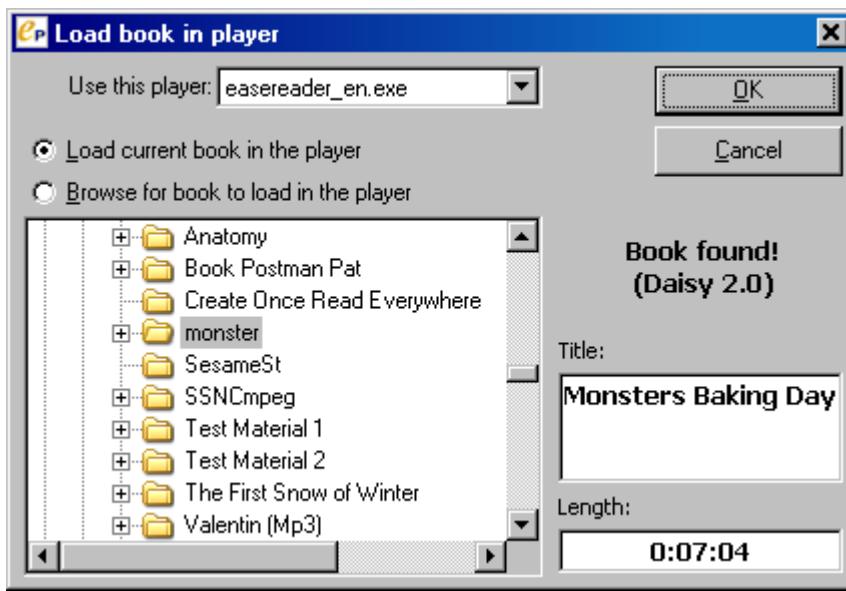
```
<?xml version="1.0" encoding="windows-1252"?>
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0
Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional
.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
    <title>Table of Contents</title>
    <meta http-equiv="Content-type"
content="text/html; charset=windows-1252" />
</head>
<body>
<h1>Chapter 1</h1>
<span class="page-normal">1</span>
<h1>Chapter 2</h1>
<span class="page-normal">2</span>
<span class="page-normal">3</span>
<span class="page-normal">4</span>
<span class="page-normal">5</span>
<h2>Chapter 2.1</h2>
<h2>Chapter 2.2</h2>
<span class="page-normal">6</span>
<span class="page-normal">7</span>
<span class="page-normal">8</span>
</body>
</html>
```

This Table of Contents file can then imported by EasePublisher by using the **"Import Table of Contents"** feature. EasePublisher scans the file and searches for these headings and pages, and then imports this Table of Contents structure into the book.

Please note that it will not import the actual source file, it will only create a new structure in the book, based upon what it finds in the file. All new headings after the import will be "audioNcc" headings, i.e. headings with no source document.

## 4.15 Load book in QA player

It is possible to preview the current project in a specified software player the "**Load book in QA player...**" dialog. This is accessed by selecting **Tools>Load book in QA player** or by pressing <Ctrl + E>.



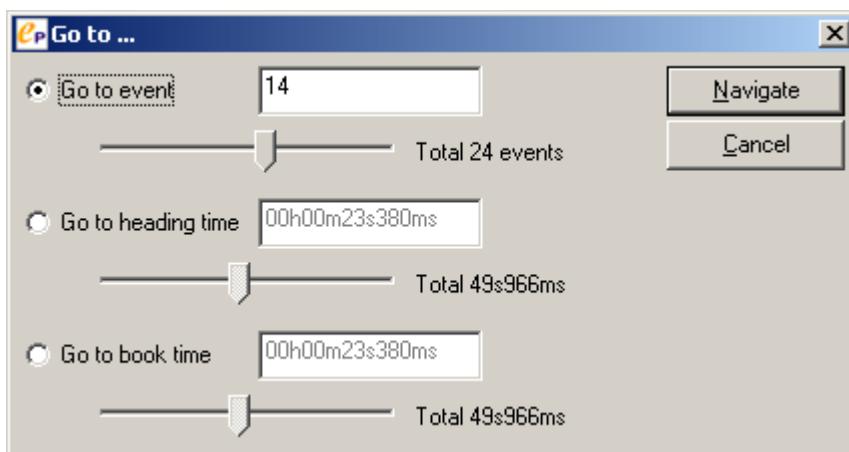
By default, EasyReader is the selected playback device but the user may also specify an alternative player if required by selecting another player in the "**Folders**" category of "**General options**" <Ctrl + G>. This additional player can then be selected from the drop down list "**Use this player**".

When the "**Load book in QA player...**" dialog is launched, the producer can choose to load the currently opened book/project in the player or it is possible to browse for another book/project to load by selecting either "**Load current book in the player**" or "**Browse for book to load in the player**" and selecting the folder containing the relevant files.

To launch the book in your chosen player, select "**OK**".

## 4.16 Go to...

The "**Go to...**" dialog allows the producer to quickly navigate to a specific section in the project. It can be accessed by selecting **Navigate>Go to event... <F3>**, **Navigate>Go to heading time... <Ctrl + F3>**, or **Navigate>Go to book time... <Ctrl + Shift + F3>**.



The producer has three modes of navigation:

"Go to event"

Pressing **<F3>** launches the "**Go to...**" dialog with the "**Go to event**" radio button selected. The producer can then either enter a specific event number or adjust the slider bar to reach a specific event. To go to that position, press the "**Navigate**" button.

"Go to heading time"

Pressing **<Ctrl + F3>** launches the "**Go to...**" dialog with the "**Go to heading time**" radio button selected. The producer can then either enter a specific time or adjust the slider bar to reach a specific time position in the current heading. To go to that position, press the "**Navigate**" button.

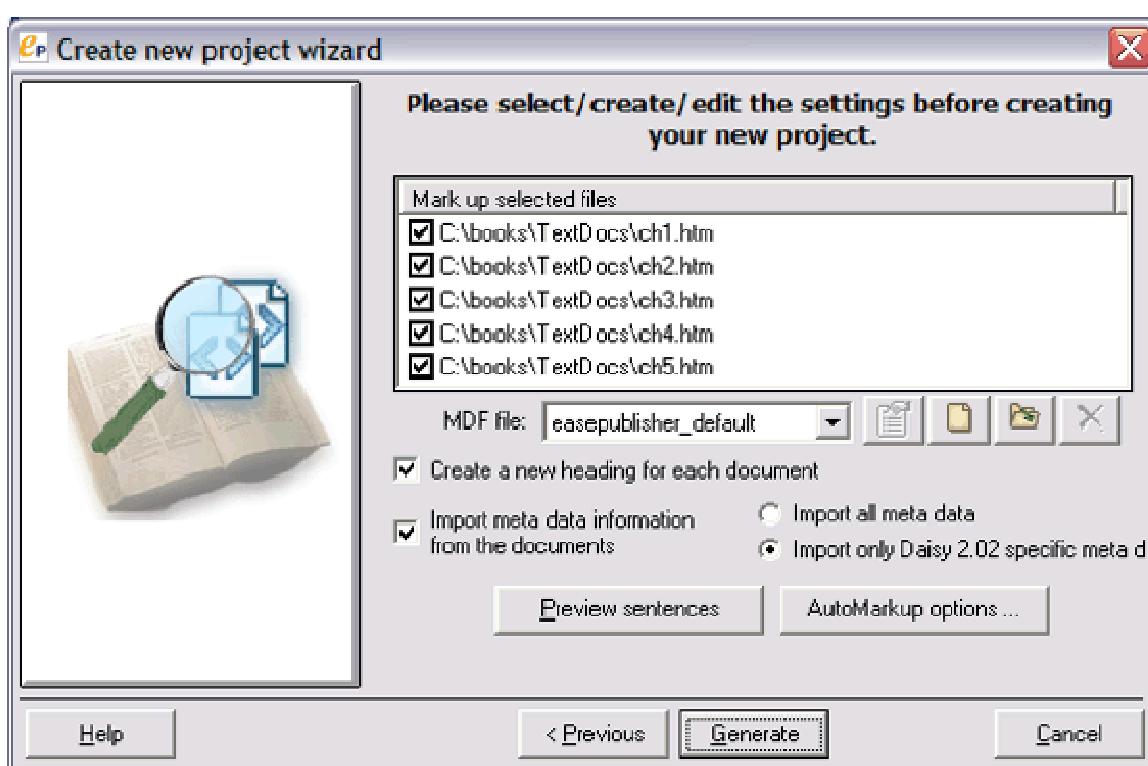
"Go to book time"

Pressing **<Ctrl + Shift + F3>** launches the "**Go to...**" dialog with the "**Go to book time**" radio button selected. The producer can then either enter a specific time or adjust the slider bar to reach a specific time position in the current book / project. To go to that position, press the "**Navigate**" button.

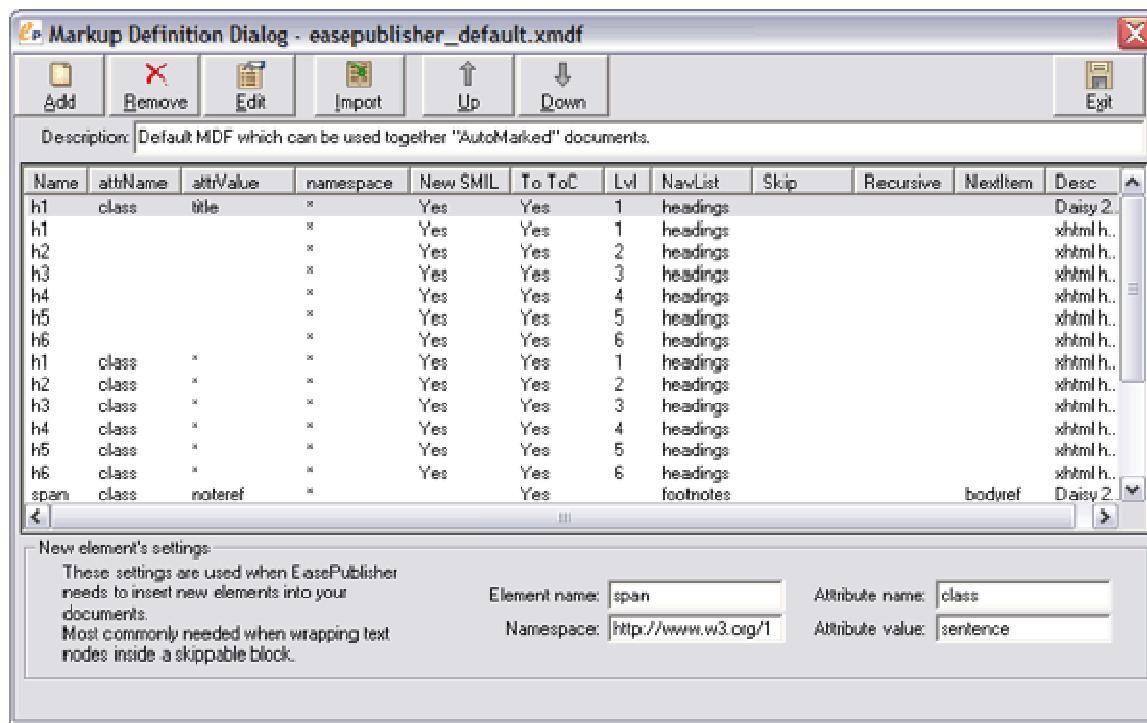
## 4.17 Markup definition

The "**Markup Definition**" (MDF) dialog defines the set of HTML/XML tags that are used to apply structure to the content of a project's source documents. It is effectively a set of rules that are applied to your project's source documents so that simple navigation and audio and text synchronization within the documents may be achieved and the project's NCC file generated.

During the process of creating a new project from existing documents using the "**Create new project wizard**", it is possible to select the "**Markup Definition**" to use from the list box "**MDF file:**". It is also possible to edit or import an existing "**Markup Definition**", or create a new one. If you have chosen to run the AutoMarkup, it is generally suitable to use the default MDF setting as all text will be marked-up appropriately by this.



Selecting "Modify the current MDF file" will launch the "Markup Definition Dialog":



The "Markup Definition Dialog" is only used when creating new projects, but it is possible to edit the "Markup Definition" for a project that has been created by selecting **View>View MDF...** from the top menu. In this case, the import button is grayed out, as this button is only used when analyzing documents while creating a new project. Further more, it is only possible to create new MDF files when creating new projects.

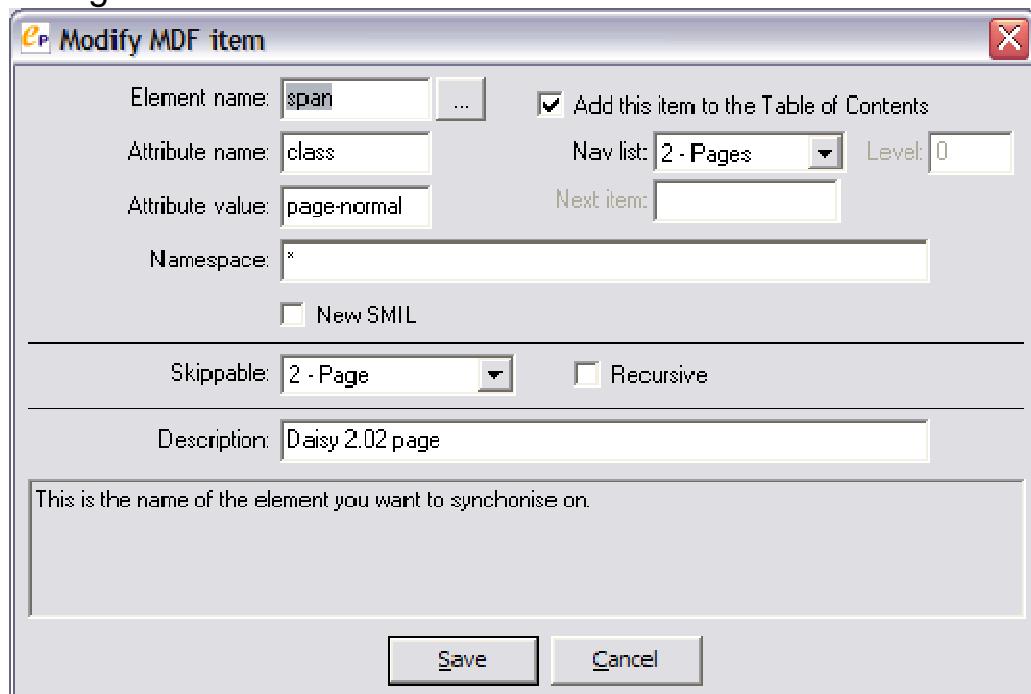
The "Markup Definition Dialog" allows you to modify existing tags, new tags to be added or for others to be removed. It also contains information relevant to the currently selected tag.

You can change the order of these items by pressing the "**Move up**" and "**Move down**" buttons.

Please note that the order of these MDF items are very important as each MDF rule is applied in this order. The MDF items at the top will be handled first and the item at the bottom will be handled last.

At the bottom of this dialogue box, you can define how new elements are created when EasePublisher adds new elements around the text nodes

When adding a new MDF item, or when editing an existing one, this dialogue box is shown:



By using this dialogue box, you control how your synchronization points are created when new documents are added into your project.

- **Element name**  
This is the name of the HTML tag.
- **Attribute name**  
This is the name of the attribute (e.g. "class").
- **Attribute value**  
The name of the contents of the defined attribute name.
- **Namespace**  
You may define a specific namespace for the interested tag item. This is especially useful when you use several namespaces within the same source document. In those cases, a tag may have different meanings, dependant on the specific tag's namespace.  
If you do not need this detailed information (e.g. when the source document is only using one namespace), you can type in an asterisk (\*) in this text box. That means that any namespace is allowed for this MDF rule.
- **Add this item to the Table of Contents**  
By selecting this check box, a navigation point will be created in the book's Table of Contents. If you choose to do this, then you

also must define to which navigation list it will be added to. Further more, if you choose "**0 - Heading**", then you must also define the heading's indentation level and if you select "**3 - Footnote**", then you also have to define the name of a special attribute. That attribute name must be typed into the "**Next item**" text box and the attribute's value must contain the ID of the footnote's body text element. See the example below:

**Foot note reference:**      `<span class="noteref" bodyref="fn_0002">3</span>`  
**Foot note body text:**      `<span class="notebody" id="fn_0002">Note 3: This is the body text of foot note 3.</span>`

By using this example, the "**Next item**" text box must contain the text "**bodyref**".

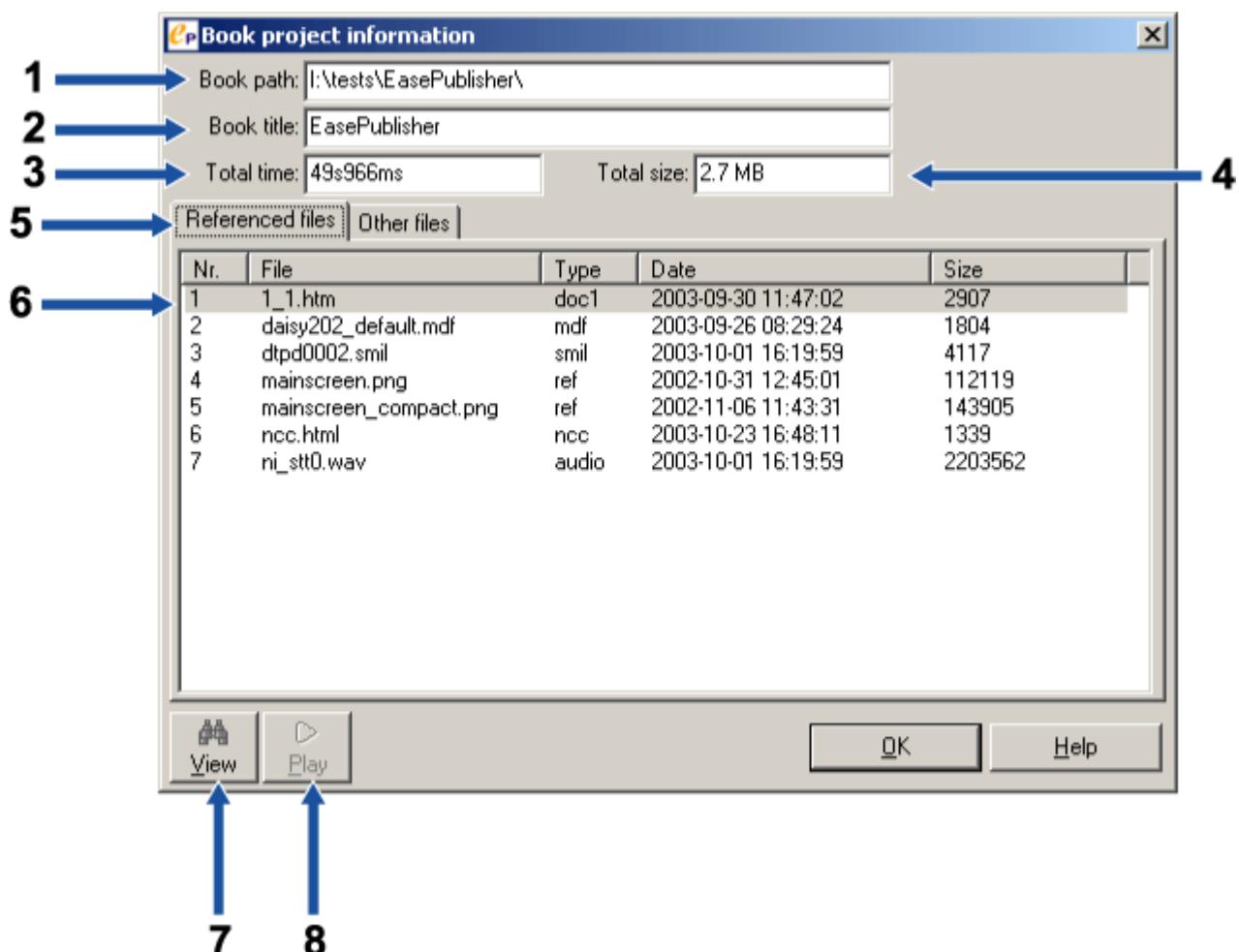
- **New SMIL**  
This check box will force EasePublisher to create a new SMIL file when the specified element occurs.
- **Skippable**  
This is where you tell EasePublisher if the specified element is a skippable element or not.
- **Recursive**  
This check box tells EasePublisher **not** to synchronise on the element itself. Instead, it will synchronise on the element's childs and create new elements for any found text nodes. E.g. a sidebar element might contain a couple of span-tags and text nodes, and all these will be synchronised automatically.
- **Description**  
Free text to explain your specific MDF item.

Why do we need to go into the MDF dialog when a project is loaded into EasePublisher? This is because "Markup Definition" information is used when analyzing the document when exiting the HTML Editor. It analyses all tags in the document and only those tags in the document that match the information in the "Markup Definition" file, are synchronised into the SMIL. So, if adding a new tag in the HTML Editor, EasePublisher will only create a SMIL text event if that tag and class name is in the MDF.

## 4.18 Book project information

The "Book project information" dialog is launched by selecting **Project>Book project information...**

The dialog contains specific information about the project and the individual files that it contains.

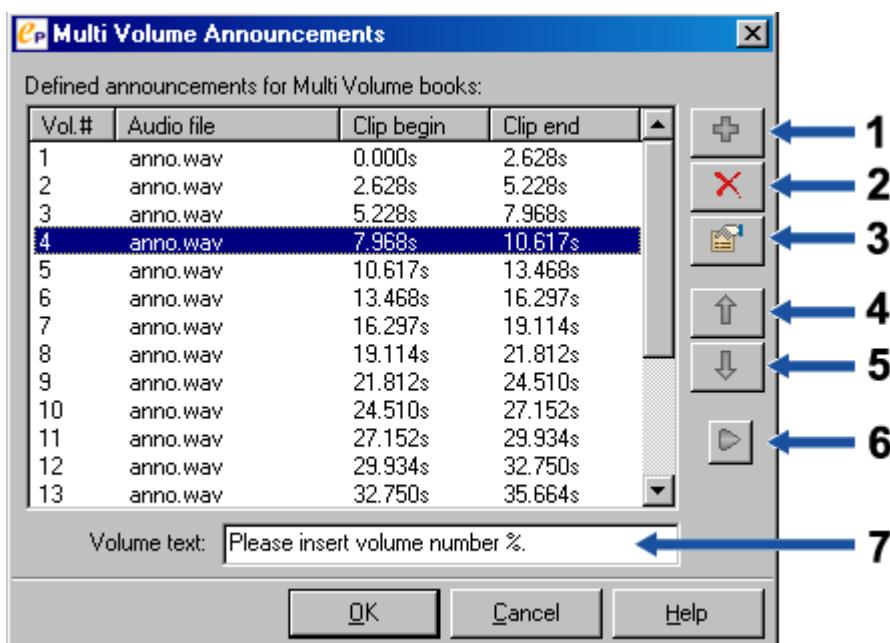


1. "Book path" - This is the location of the current book / project.
2. "Book title" - This is the title of the book / project.

3. "Total time" - This is the total playback time of the book / project.
4. "Total size" - This is the file size of the book / project.
5. File type tabs - The "**Referenced files**" are those file referenced within the SMIL. the "**Other files**" are other files that are contained in the project but are not referenced in the SMIL.
6. List of files - This is a list of the files in the book / project. This list contains useful information such as the file name, type of file, date it was created and the file size.
7. "View" - This allows the selected file to be viewed. If the file can not be viewed, this button is disabled.
8. "Play" - This allows the selected file to be played (If it is an audio file). If the file can not be played, this button is disabled.

## 4.19 Multi Volume Announcements

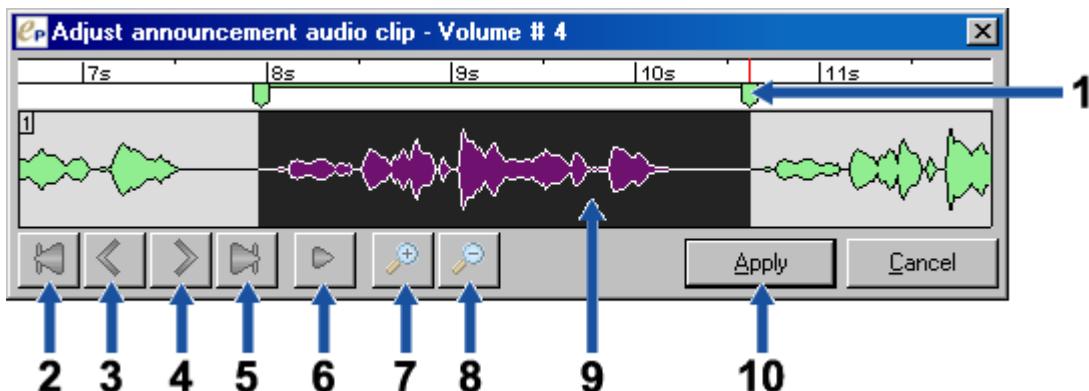
The "**Multi Volume Announcements**" dialog allows the producer to define what is going to be announced in the DTB player when the listener navigates outside the scope of the current volume. An audio clip could say "Please insert volume number 3.". This dialog is accessed by selecting **Project>Multi Volume Announcements** from the top menu.



1. Add an audio clip. This one lets you import a WAVE file and use the whole or part of it as a new announcement. Added announcements are always inserted last in the list.
2. Remove the select audio clip.
3. Adjust current audio clip. This opens up the "**Adjust announcement audio clip**" dialog. Here, you can define where the current audio clip starts and ends. See further down for more information.
4. Move selected audio clip up in the list.
5. Move selected audio clip down in the list.
6. Listen to the selected audio clip
7. Volume text. This text is used when generating the announcements headings in each volume. The text in this box will be displayed when the DTB user is navigating outside the scope of the current volume. Please note that the "%" -sign represents the volume number and must be present in the text.

#### Adjust announcement audio clip

This dialog is used when adding new audio clips to the announcements list, or when adjusting an existing audio clip.

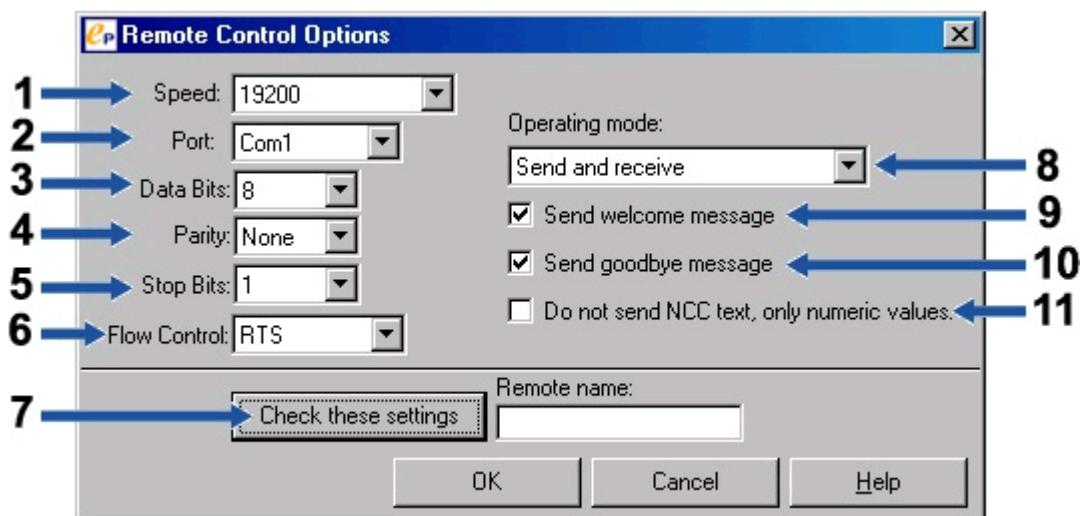


1. These graphical bars represents the current audio clip's start and end positions within the file. These are a nice help to graphically show you where your original audio clips were before the dialog was opened.
2. Move the current view to the beginning of the file.

3. Move the current view one step backward.
4. Move the current view one step forward.
5. Move the current view to the end of the file.
6. Play the current view, or the current selection.
7. Zoom in
8. Zoom out.
9. Audio selection. Used when using "zoom in", and when defining a new audio clip.
10. This "**Apply**" button is enabled when you have a selection in the audio display. When pressing "**Apply**", the selected audio will be the audio clip's new start and end positions.

## 4.20 Remote Control Options

To view the "**Remote Control Options**" dialog, select **Options>Remote communication>Remote options** from the top menu.



1. "Speed": Current speed (baud rate)
2. "Port": Communications port number
3. "Data Bits": Data bits value

4. "Parity": Parity value
5. "Stop Bits": Stop bits
6. "Flow Control": Current hardware handshaking protocol
7. "Check these settings": Press the "**Check these settings**" button to test the communication with the remote control unit.
8. "Operating mode": The operating mode setting determines if the remote is allowed to "send and receive", "send only", or "receive only".
9. "Send welcome message": If this check box is ticked, EasePublisher will send a "welcome" text to the remote control unit when the communication opens.
10. "Send goodbye message": If this check box is ticked, EasePublisher will send a "goodbye" text to the remote control unit when the communication closes.
11. "Do not send NCC text, only numeric values": If this check box is ticked, EasePublisher will not send any text to the remote control unit. This is because Plextor's RE-11's display cannot display characters other than plain ASCII. EasePublisher will instead send the NCC information as numbers.

## CHAPTER 5

# Commands, GUI icons and Keyboard Hotkeys

This section lists the controls available in the main screen and the **HTML Editor**.

## 5.1 Controls for use in the Main Screen

The Controls are listed in their respective locations within the EasePublisher menu structure.

### 5.1.1 File menu

Function	GUI Icon	Menu Access	Hotkey	Description
Create new project		Y	Ctrl + N	Create a new project
Open project		Y	Ctrl + O	Open an existing project
Close Project	-	Y	-	Close the opened project and switch to the start screen
Open sample project	-	Y	Ctrl + Shift + O	Extracts and opens a sample project. If sample project has already been extracted, it will be opened as a normal project instead
Recently opened list	-	Y	Alt + F and then a number (1-4)	The four most recently opened projects are listed to allow quick access

Exit	-	Y	Alt + F4	Close EasePublisher
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### 5.1.2 Edit menu

Function	GUI Icon	Menu Access	Hotkey	Description
Undo		Y	Ctrl + Z	<p>Undo the last edit command (all SMIL edit commands, insert wave, recording, etc.).</p> <p>The undo list is cleared on cleanup audio, NCC edit, resampling of audio, when entering HTML Edit, TTS Encoding, etc</p>
Undo session	-	Y	Ctrl + Shift + Z	<p>Reverts to the last backup copy made. A backup copy can be automatically created when the project is opened, depending on the setting.</p>
Make session backup	-	Y	-	Create a backup of the projects current state.

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Cut		Y	Ctrl + X	Cut the selected audio from the project and place it on the clipboard.
Copy		Y	Ctrl + C	Copy the selected audio from the project and place it on the clipboard.
Paste		Y	Ctrl + V	Paste the audio from the clipboard to the current position.
Copy to file	-	Y	Ctrl + Shift + C	Create a WAVE file of the selected audio.
Delete		Y	Delete	Delete the selected audio or text (depending on current mode) from the project
Delete all audio in SMIL		Y	Ctrl + Delete	Delete all audio references within the current section
Delete all audio in SMIL from current position		Y	Ctrl + Shift + Delete	Delete all audio references within the current section from the current position until end of file
External Wave form Editor		Y	-	Launches the external wave editor specified by the user

Insert audio marker	-	Y	Ctrl + S	Insert a new audio marker at the current position in the audio, i.e. the current audio phrase is split into two phrases.
Remove audio marker(s)	-	Y	Ctrl + J	Remove the current audio marker, i.e. the current audio phrase is joined with the previous one.
Insert new page(s)	 Page	Y	Ctrl + 1	Add one or more pages of specified type at the current position.
Insert new footnote	 Foot note	Y	Ctrl + 2	Insert a skippable footnote into the source document with a superscripted number and footnote body text at the end of the document.
Insert new sidebar	 Side bar	Y	Ctrl + 3	Insert a skippable sidebar into the source document.
Insert new producer note	 Producer note	Y	Ctrl + 4	Insert a skippable producer note into the source document.
Mark as page	 Page	Y	Ctrl + Shift + 1	Marks the current synchronisation point as a page reference.

Mark as footnote		Y	Ctrl + Shift + 2	Marks the current synchronisation point as a footnote reference and displays a dialog box where the author types in the foot note's body text
Mark as sidebar		Y	Ctrl + Shift + 3	Marks the current synchronisation point as a sidebar.
Mark as producer note		Y	Ctrl + Shift + 4	Marks the current synchronisation point as a producer note.
Remove skippable content	-	Y	-	Removes a skippable page, footnote, sidebar or producers note from the current event if present.
Make current as 'heading navigation' point	-	Y	Ctrl + Shift + S	Adds a new heading navigation point to the 'Table of Contents' at the current position.
Create new heading(s) in Table of Contents	-	Y	Ctrl + Shift + N	Adds one or more headings in the 'Table of Contents' and optionally creates an empty HTML file for each new heading.
Move next available text event to current position		Y	Ctrl + Return	Synchronise existing text with existing audio

Move previous available text event to current position		Y	Ctrl + Shift + Return	Synchronise existing text with existing audio
Synchronisation order	-	Y	-	Change order of synchronisation points within a document. Any synchronised audio will be moved as well.
Insert popup image		Y	-	Inserts a popup image at the current synchronized text event.
Insert producer stop		Y	-	Inserts a producer stop at the current text event.

### 5.1.3 View menu

Function	GUI Icon	Menu Access	Hotkey	Description
HTML Edit		Y	F6	Open the HTML Editor
Open Table of Contents view		Y	F4	Display the Table of Contents as a floating window
Close Table of Contents view	-	Y	F4	Close the floating window and dock the Table of Contents list to the toolbar

Go to NCC selector in the “compact navigator” or Table of Contents view	-	N	Ctrl + F4	Sets focus in the docked or floating window of the table of contents with focus on the NCC selector.
Go to Page selector in the “compact navigator” or Table of Contents view	-	N	Shift + F4	Sets focus in the docked or floating window of the table of contents with focus on the page selector.
Go to Optional Contents view in Table of Contents view	-	N	Ctrl + Shift + F4	If the Table of Contents view is open, then the focus is set on the Optional Contents view.
Jump between floating windows	-	N	Ctrl + F6	If any floating window is shown, this command jumps between them.
Jump between floating windows (in reverse order)	-	N	Ctrl + Shift + F6	If any floating window is shown, this command jumps between them in reverse order.
View SMIL information	-	Y	Ctrl + I	Displays the floating window containing information about the current SMIL event.

View SMIL links	-	Y	-	Shows all SMIL links (synchronisation points) in entire project.
View MDF	-	Y	-	Displays the information in the Markup Definition File (MDF)
View source of NCC.HTML	-	Y	-	Shows the HTML source code for NCC.HTML
View source of synchronised HTML document	-	Y	-	Shows the HTML source code for current document
View source of current SMIL	-	Y	-	Shows the source code for the current SMIL file
View source of Navigation NCX	-	Y	-	Shows the source code for the current NCX file.
View source of OPF file	-	Y	-	Show the source code for the current OPF file.
Open/close Rollup window (recording)		Y	-	Display a floating toolbar with recording tools
Open/close Rollup window (track)		Y	-	Display a floating toolbar with wave display tools
Open/close Rollup window (peak meter)		Y	-	Display a floating window with a peak meter

Switch to next peak meter (analogue, peak, heart)		N	-	Toggle between 3 different peak meters
Adjust peak meter's minimum dB value.		N	-	Lets the user define the minimum dB value of the peak meters.
Document properties	-	Y	-	To view and set certain properties for the document. Colour, picture, title etc.

#### 5.1.4 Navigate menu

Function	GUI Icon	Menu Access	Hotkey	Description
Go to previous heading		Y	Ctrl + Page Up	Navigate to previous heading regardless of level
Go to next heading		Y	Ctrl + Page Down	Navigate to next heading regardless of level
Go to first heading		Y	Ctrl + Home	Navigate to first heading
Go to last heading		Y	Ctrl + End	Navigates to last heading
Go to previous page break		Y	Page Up	Navigate to previous page regardless of type

Go to next page break		Y	Page Down	Navigate to next page regardless of type
Go to first page break		Y	Home	Navigate to first page
Go to last page break		Y	End	Navigate to last page
Synchronise text		Y	Ctrl + Return	Synchronising existing text elements during recording
Go to event	-	Y	F3	Open a dialog box where you can type in the event number to navigate to.
Go to heading time	-	Y	Ctrl + F3	Open a dialog box where you can navigate to a specific time position in the current heading.
Go to book time	-	Y	Ctrl + Shift + F3	Open a dialog box where you can navigate to a specific time position in the book.
Go to last known position		Y	Ctrl + Shift + Home	Navigate to the time position where you were the last time you navigated from the heading.
Go to user time zero		Y	Right Ctrl + Shift + 0	Navigates to the position that the user has set to zero.

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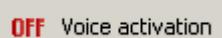
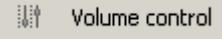
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Reset user time		Y	Right Ctrl + 0	Resets the user time counter to zero at current position. Can be used in conjunction with "Replace to zero" recording modes.
Go to first SMIL event		Y	Alt + Home	Navigate to the first event in the current SMIL file
Go to last SMIL event		Y	Alt + End	Navigate to the last event in the current SMIL file
Go to previous SMIL event		Y	Alt + Left Arrow	Navigate to the previous event in the current SMIL file
Go to next SMIL event		Y	Alt + Right Arrow	Navigates to the next event in the current SMIL file
Skip one track view window forward	-	N	Alt + Page Down	Jump to the next section of the wave form / track view visible on screen
Skip one track view window backwards	-	N	Alt + Page Up	Jump to the previous section of the wave form / track view visible on screen
Play		Y	Spacebar or F5	Start the playback
Stop		Y	Spacebar or F5	Stop the playback
Play selection / play event		Y	Shift + Spacebar	Play the current selection or event (if no selection is made)

Rewind Playback		Y	Right Ctrl + Shift + Spacebar	Rewind in the current SMIL file
Fast forward playback		Y	Right Ctrl + Spacebar	Fast forward in the current SMIL file.
Record		Y	Right Ctrl + Insert Or Ctrl + F5	Start recording.

### 5.1.5 Options menu

Function	GUI Icon	Menu Access	Hotkey	Description
Switch recording modes (Overwrite, Insert and Replace to zero)		Y	Ctrl + F11	Toggle between 3 recording modes. Overwrite behaves like an analogue tape recorder. Insert moves all audio that follows in that heading forward. Replace to zero will replace all audio between two pointers.
Phrase detection (on/off)		Y	F11	Toggle phrase detection on and off

Voice activation (on/off)	 OFF Voice activation	Y	Shift + F11	Toggle between voice activation on and off. If on, the recording will not start until voice is detected.
Audio Calibration	 Calibrate	Y	-	Starts the calibrator to calibrate the background noise and DC offset value.
Windows Volume / Recording Control	 Volume control	Y	-	Open standard Windows volume / recording control
Remote options	-	Y	-	Opens the "Remote Options" dialog.
Open / close communication	-	Y	-	Opens or closes the communication with the remote control unit.
General options		Y	Ctrl + G	Contains general settings for; Backup, Edit mode, Playback, External modules and Mark-up.
Display options		Y	Ctrl + D	Contains settings for the visual appearance of Highlight, Wave display and Peak meter.
Recording options		Y	Ctrl + R	Contains settings for Audio format, Phrase detection and Devices.

Build options		Y	Ctrl + B	Contains settings for Validation, Clean-up, Encoding and Folders.
Audio processing options		Y	Ctrl + A	Contains settings for all audio-processing functions.

### 5.1.6 Project menu

Function	GUI Icon	Menu Access	Hotkey	Description
Book project information		Y	-	System information about the project.
Validate project		Y	F8	Validate the project against DAISY 2.02 specification and integrity issues
Multi Volume Announcements	-	Y	-	Opens the "Multi Volume Announcements" dialog.
View validation report	-	Y	Ctrl + F8	Displays the validation report. If no error occurred no report will be available.
Build project		Y	F9	Starts the build process

Import audio files	 (Select from pop-up that appears)	Y	-	Opens the Import dialog for one or more audio files. The audio format can be altered as part of the import process.
Import document(s)	 (Select from pop-up that appears)	Y	-	Opens the Import dialog for one or more documents.
Import Table of Contens	 (Select from pop-up that appears)	Y	-	Opens the Import dialog for a HTML document that contains "Table of Contents" information.
Import headings from other book	 (Select from pop-up that appears)	Y	-	Opens the Import dialog for importing one or more headings from other DAISY 2.02 materials.
Export Master SMIL	 (Select from pop-up that appears)	Y	-	Create the Master SMIL file.
Export headings	 (Select from pop-up that appears)	Y	-	Export one or more headings into a new project.

### 5.1.7 Tools menu

Function	GUI Icon	Menu Access	Hotkey	Description
User Authorization Key	-	Y	-	To configure settings for protected (IPP) documents.
Cleanup audio (current heading)	-	Y	Ctrl + F7	Rebuilds the audio file for the current heading if necessary.
Cleanup audio (whole project)	-	Y	F7	Rebuilds the audio file for the whole project if necessary.
Cleanup unused audio files	-	Y	Shift + F7	All unused audio files will be removed from the directory of the project.
Cleanup extra audio markers (one audio event per text in current heading)	-	Y	-	Modifies the SMIL so that each text reference will only have one single audio event for the current heading.
Cleanup extra audio markers (one audio event per text in the whole project)	-	Y	-	Modifies the SMIL so that each text reference will only have one single audio event for the whole project.

Cleanup extra audio markers (remove markers in short events in the current heading).	-	Y	-	Searches for audio events in the current heading that are shorter than the defined length and removes the aligned audio markers.
Cleanup extra audio markers (remove markers in short events in the whole project).	-	Y	-	Searches for audio events in the whole project that are shorter than the defined length and removes the aligned audio markers.
TTS Encode (current text)		Y	-	Creates an audio file and synchronises it with the current text event through the use of a synthetic voice.
TTS Encode (current heading)		Y	Ctrl + Shift + T	Creates audio files and synchronises with the text of the current heading through the use of a synthetic voice.
TTS Encode (whole project)		Y	Ctrl + T	Generates audio files by speech synthesis and synchronises with the text of the entire project.
TTS settings		Y	-	Settings dialog for the TTS Encoder

Audio processing (resample audio)	 (Select from pop-up that appears)	Y	-	Changes format of the audio in one or more headings. Both sample rate and mono/stereo can be set.
Audio processing (insert silence)	 (Select from pop-up that appears)	Y	-	Insert silence at current position.
Audio processing (amplify)	 (Select from pop-up that appears)	Y	-	Amplify currently selected audio.
Audio processing (normalize)	 (Select from pop-up that appears)	Y	-	Normalise currently selected audio.
Audio processing (fade in)	 (Select from pop-up that appears)	Y	-	Fade in currently selected audio.
Audio processing (fade out)	 (Select from pop-up that appears)	Y	-	Fade out currently selected audio.
Audio processing (filter)	 (Select from pop-up that appears)	Y	-	Filter currently selected audio.
Load book in QA player		Y	Ctrl + E	Loads the a book into EasyReader or any other defined player.

### 5.1.8 Help menu

Function	GUI Icon	Menu Access	Hotkey	Description
Help	-	Y	F1	Opens the help file.
About	-	Y	F12	Displays a dialog containing information about the installed version EasePublisher.

### 5.1.9 Wave Form Area

Function	GUI Icon	Menu Access	Hotkey	Description
Make selection in the audio	-	N	Shift + Left/Right Arrows Or Shift + Left mouse click	Select a section of the audio for editing.
Select whole audio event(s)	-	N	Alt + Shift + Left/Right Arrows Or Ctrl + Left mouse move (left or right)	Select audio events for editing.

Select all audio in current heading	-	N	Ctrl + A	Selects all audio events in the current heading.
Make selection during playback	-	N	Shift	Selecting the audio for editing during playback.
Select audio from position to beginning of heading	-	N	Shift + Alt + Home	Selects all audio from the current position to the beginning of the current heading.
Select audio from position to end of heading	-	N	Shift + Alt + End	Selects all audio from the current position to the end of the current heading.
Set current time position	-	N	Left mouse click	Set the current time position to where you click with the mouse.
Move in time (+/- 3 pixels)	-	N	Left / Right arrow	Move backwards or forwards in the audio by small steps.
Move in time (+/- 20 pixels)	-	N	Ctrl + Left / Right arrow	Move backwards or forwards in the audio by large steps.
Zoom in		Y	Ctrl + Up Arrow	Zoom into the audio / waveform display.
Zoom out		Y	Ctrl + Down Arrow	Zoom out of the audio / waveform display.

Zoom to normal (30 sec), or to full length.		Y	Ctrl + Shift + Down Arrow	Display 30 seconds of audio / waveform display, or full length of SMIL.
Switch edit mode (before, current, current with auto align, after)		Y	Ctrl + Shift + F11	Determines the behaviour of "Move next/previous available text event to current position" and "Paste" commands.

## 5.2 Controls for use in the HTML Editor

Function	GUI Icon	Menu Access	Hotkey	Description
Font		Y	Ctrl + Shift + F	Set font type and size on the selected text
Align left		Y	Ctrl + L	Align the text to left margin
Align centre		Y	Ctrl + E	Align the text to centre
Align right		Y	Ctrl + R	Align the text to right margin
Indent (increase)		Y	Ctrl + M	Increase the indentation level of the text

Indent (decrease )		Y	Ctrl + Shift + M	Decrease the indentation level of the text
Superscript		Y	Ctrl + Num Plus key	Superscript the selected text
Subscript		Y	Ctrl + Num Minus key	Subscript the selected text
Make sentence		Y	F4	Create a marked up sentence of the currently selected text.
Unmark sentence	-	Y	Ctrl + F4	Removes the current synchronisation point.
Auto-detect sentences		Y	Ctrl + Return	Run the selected text through mark up process. If no selection is made, the whole document will be processed.
Save		Y	Ctrl + S	Save the changes temporarily in the HTML Editor.

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Insert new heading		Y	Ctrl + Shift + N	Insert a new heading in the document.
Mark text as page break (page-normal)	-	Y	F6	Mark the current text as a page normal
Mark text as page break (page-front)	-	Y	Shift + F6	Mark the current text as a page front
Mark text as page break (page-special)	-	Y	Ctrl + F6	Mark the current text as a page special
Mark text as sidebar	-	Y	F7	Mark the current text as a sidebar
Mark text as producer note	-	Y	F8	Mark the current text as a producer note.
Mark text as foot note reference	-	Y	F9	Mark the current text as a foot note reference.
Insert image		Y	Ctrl + Shift + Insert	Insert image in document
Image alt-text	-	Y	-	Set the image's alt text attribute.

Hyperlink		Y	Ctrl + K	Create a hyperlink
Bold		N	Ctrl + B	Set current text as Bold
Italic		N	Ctrl + I	Set current text as Italic
Underline		N	Ctrl + U	Set current text as Underlined
Undo to saved	-	Y	Ctrl + Z	Undo to previously saved document.
Undo all in HTML Edit mode	-	Y	Ctrl + Shift + Z	Undo all changes made since entering HTML Edit mode
Cut	-	Y	Ctrl + X	Cuts the selected text from the project and puts it on the Windows clipboard
Copy	-	Y	Ctrl + C	Copies the selected text from the project and puts it on the Windows clipboard

Paste	-	Y	Ctrl + V	Pastes the content from the Windows clipboard to the current position
Delete one character to the right	-	Y	Delete	Normal Delete behaviour
Delete one character to the left	-	N	Backspace	Normal Backspace behaviour
Delete one word to the left	-	N	Ctrl + Backspace	Normal Ctrl + Backspace behaviour
Delete one word to the right	-	N	Ctrl + Delete	Normal Ctrl + Delete behaviour
Make selection	-	N	Shift + Left/Right arrows	Select text for editing
Make selection of words	-	N	Ctrl + Shift + Left/Right arrows	Select entire words for editing
Make selection to the end of the line	-	N	Shift + End	Select the remaining words and text on the line

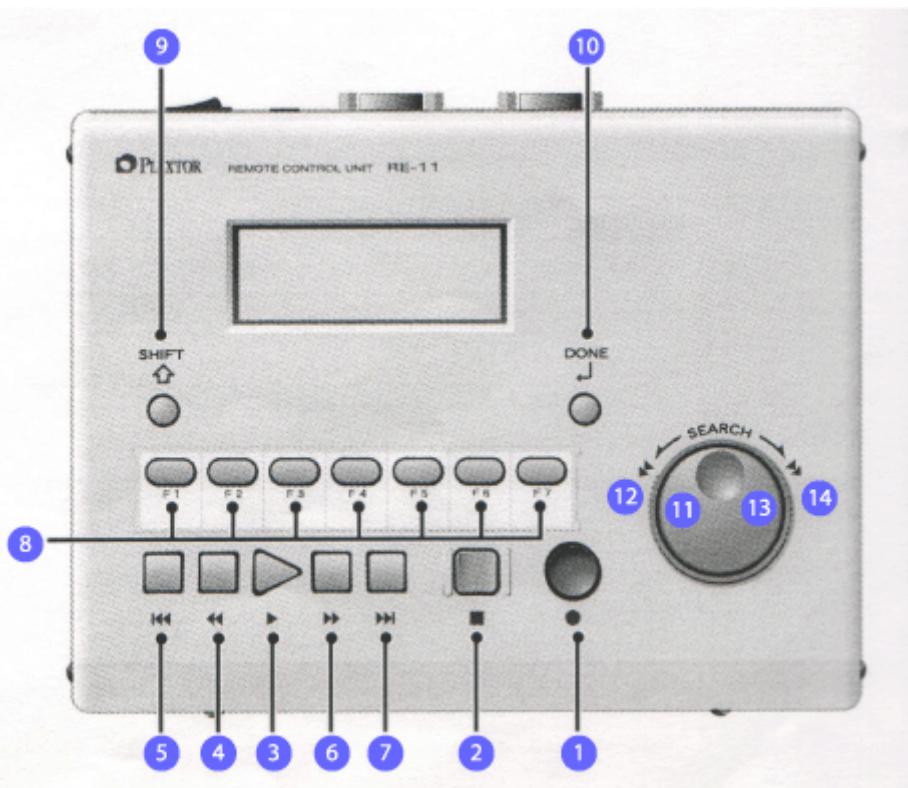
Make selection to the beginning of the line	-	N	Shift + Home	Select the preceding words and text on the line
Make selection line by line	-	N	Shift + Up/Down arrows	Select entire lines for editing
Make selection paragraph by paragraph	-	N	Ctrl + Shift + Up/Down arrows	Select entire paragraphs for editing
Make selection screen by screen	-	N	Ctrl + Shift + Page Up/Down	Select all text on view for editing
Select all text	-	N	Ctrl + A	Select the entire document text for editing
Play / Stop		Y	F5	Start or stop the playback
Go to first SMIL event		Y	Alt + Home	Navigate to the first event in the current SMIL file
Go to last SMIL event		Y	Alt + End	Navigate to the last event in the current SMIL file

Go to previous SMIL event		Y	Alt + Left Arrow	Navigate to the previous event in the current SMIL file
Go to next SMIL event		Y	Alt + Right Arrow	Navigate to the next event in the current SMIL file
Save	-	Y	Ctrl + S	Save the source document temporarily (used in the Undo feature).
Exit	-	Y	Alt + F4	Exit HTML Edit mode
View source	-	Y	-	Opens the HTML source code in the Source View dialog.
View MDF	-	Y	-	View the Markup Definition File of the project
Document properties	-	Y	-	To view and set certain properties for the document. Colour, picture, title etc.

Colour the text		Y	F11	Apply temporary coloured blocks to the text in order to see the markup of individual text events.
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### 5.3 Remote control unit commands and usage

EasePublisher can now be controlled by Plextor's RE-11 remote control (or any other device that supports the same communication protocol). To use the remote control, please first attach the remote control unit properly to the computer's serial port and turn on the unit's power. Next, check your remote settings by selecting **Options>Remote communication>Remote Options** from the top menu. When these settings are OK, you can turn on or off the communication with the remote control by selecting **Options>Remote communication>Open/Close communication**.



Here is a short description of the RE-11's layout and how it works together with EasePublisher:

1. Record
2. Stop
3. Play
4. Rewind on press and stop on release.

5. Skip to the beginning of the current SMIL file.
6. Fast forward on press and stop on release.
7. Skip to the end of the current SMIL file.
8. Function keys (F1 to F7)
  - F1 - Previous SMIL event
  - F2 - Next SMIL event
  - F3 - The "NEXT TEXT" command
  - F4 – Phrase detection on/off toggle
  - F5 – Zoom in
  - F6 - Reset user time counter
  - F7 - Switch the recording modes (Overwrite, insert, replace to zero)
9. Shift key. Used in combination with the other keys. See further description below.
10. Done. Works as the default key (OK, Yes, etc) when message box is displayed.
11. Jog control (counter clock-wise). Moves the time position backwards in small steps – same as pressing left arrow in the track view.
12. Shuttle control (counter clock-wise). Rewind playback in three different speeds (normal, double and three times speed) using pitch.
13. Jog control (clock-wise). Moves the time position forwards in small steps – same as pressing right arrow in the track view.
14. Shuttle control (counter clock-wise). Fast forward playback in three different speeds (normal, double and three times speed) by using pitch.

When pressing the shift key (number 9 on the picture above) and another key at the same time, the user has access to more functions (see the list below).

1. No function
2. No function

3. Rewind playback in normal playback speed.
4. No function
5. No function
6. No function
7. No function
8. Function keys (F1 to F7)
  - F1 - Previous NCC item
  - F2 - Next NCC item
  - F3 - The "Move PREV TEXT" command
  - F4 - Voice activation on/off toggle
  - F5 - Zoom out
  - F6 - Go to user time zero
  - F7 - No function
9. This key.
10. Escape. Works as an Escape key when a message box is displayed.
11. Jog control (counter clock-wise). Moves the time position backwards in larger steps – same as pressing Ctrl+left arrow in the track view.
12. Shuttle control (counter clock-wise). Rewind playback in three different speeds (normal, double and three times speed) using ITC.
13. Jog control (clock-wise). Moves the time position forwards in larger steps – same as pressing Ctrl+right arrow in the track view.
14. Shuttle control (counter clock-wise). Fast forward playback in three different speeds (normal, double and three times speed) by using ITC.

## Special message box behaviour

When EasePublisher displays a message box, that information is also displayed in RE-11's screen. If the message box contains Yes, No and Cancel buttons, that will also be displayed in the RE-11's screen. See

the list below of the message box behaviour of the above mentioned button example:

- DONE (button 10). Acts as if pressing <Enter> on the keyboard and will press the default button (usually the "OK" or "Yes" button).
- Shift + DONE (buttons 9 and 10). Acts as if pressing <Esc> on the keyboard and will cancel the message box.
- Yes (button F1). Activates the "Yes" button
- No (button F2). Activates the "No" button
- Cancel (button F3). Activates the "Cancel" button

## CHAPTER 6

## How to guides...

This section contains a collection of guides to commonly used functions in EasePublisher. It is recommended that first time users of EasePublisher read through these guides in order to get the most out of the features that EasePublisher provides.

### 6.1 Creating a new project

EasePublisher offers three alternative methods of creating a new project:

- **Simple project**
- **From documents**
- **From audio files**

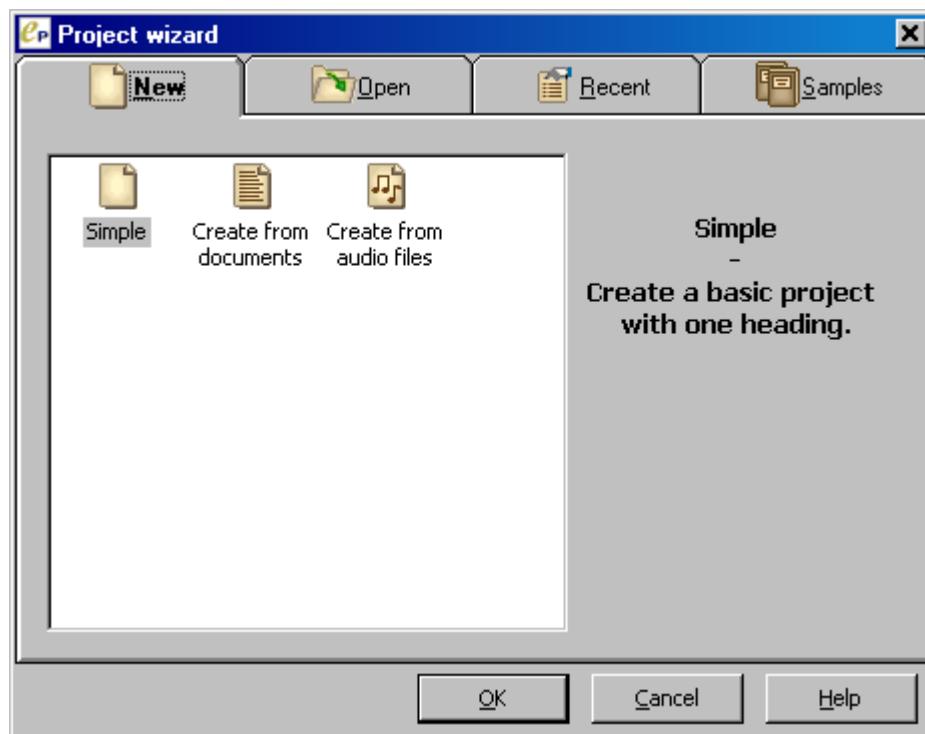
#### 6.1.1 Creating a 'Simple Project'

The "**Simple project**" option allows the creation of a project without any pre-prepared text or pre-recorded audio files. When you create a Simple project, EasePublisher will automatically generate a project that has only one structure element - the title. Further structure, text and audio can then be added to the production. The idea of the Simple project is to effectively give the producer a clean "canvas" to create the text and audio content directly in EasePublisher.

1. Launch EasePublisher and from the main screen, click on "**Simple project**".

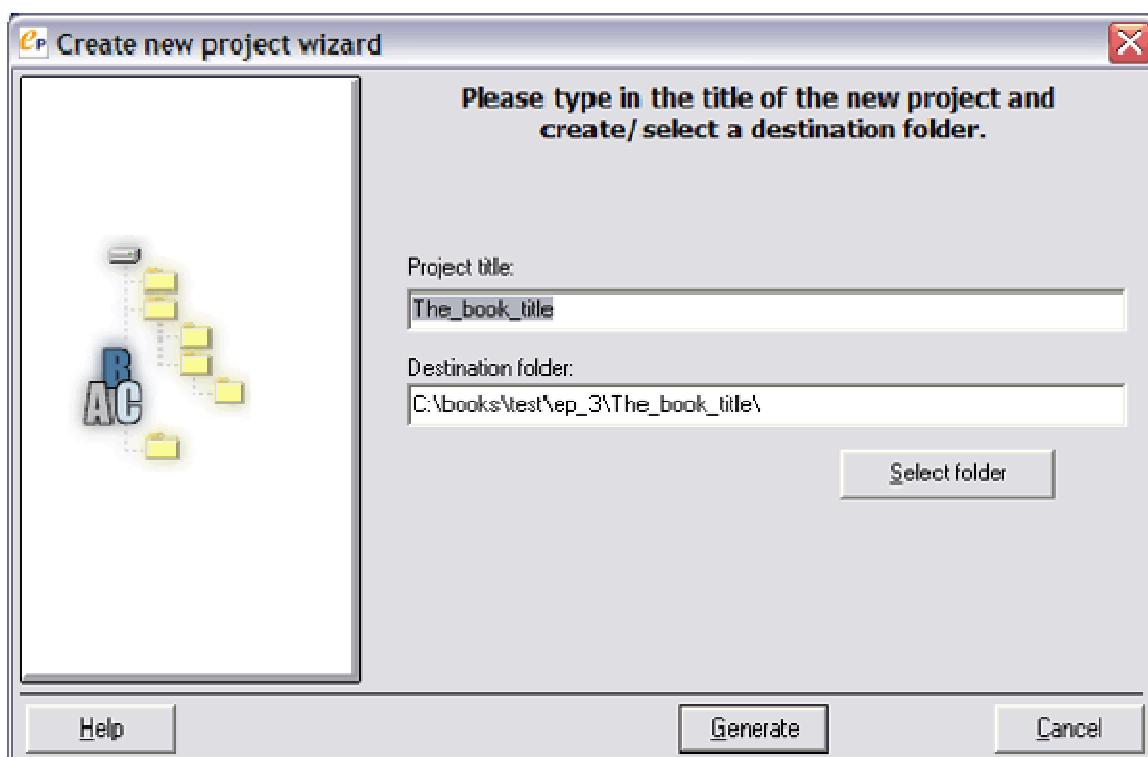


Alternatively, click on "**Create a new project**" and select "**Simple**" from the project wizard that appears.

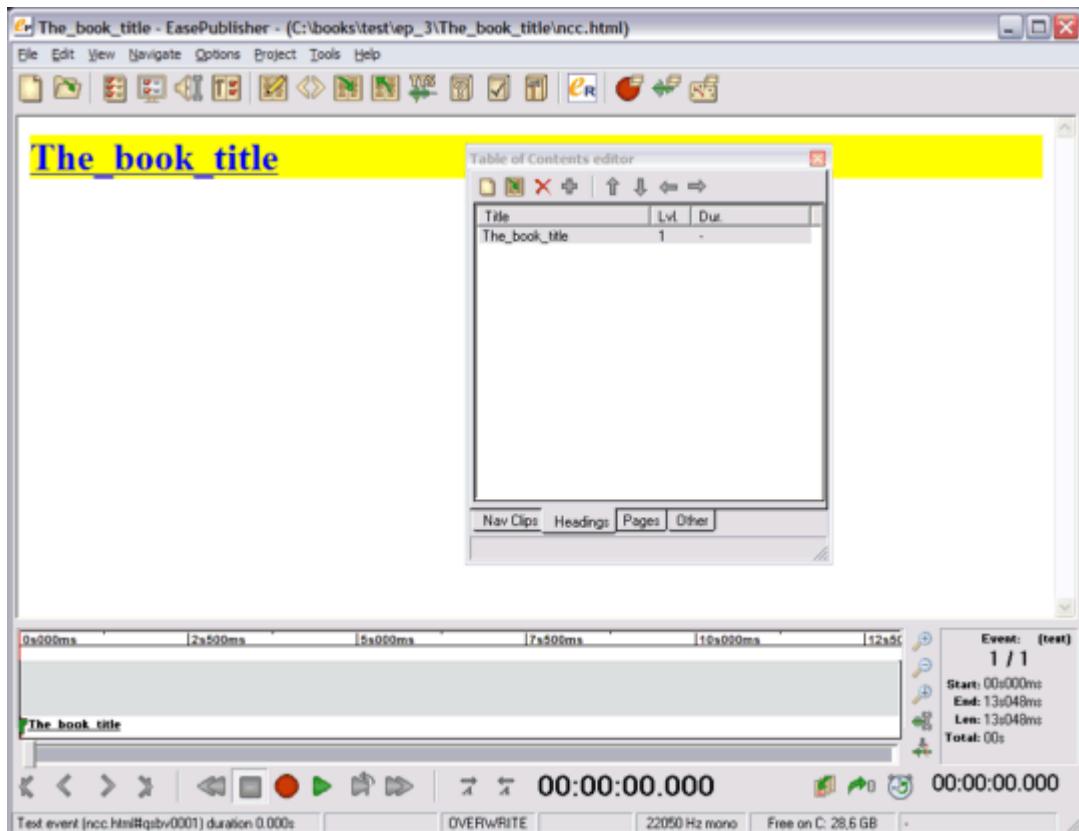


2. On the next screen, you will be asked to give a title to your project. Enter the title of your project. You will notice that a destination folder is automatically created based on the name of your title. To select another destination, press "**Select folder**" and choose another location. Please note that no folder with the same name as the title will be created automatically when another location is selected.

When you have done this, click "**Next**".



3. If the project is to be a full text and audio production, the project is now ready to have audio added by importing TTS encoding or recording. Text can be added by importing or by entering directly into the **HTML Editor** <F6>. If the project is to remain as a TOC-only (Audio only) production, further structure can be added (New headings etc.) using the "**Table of Contents**" view.



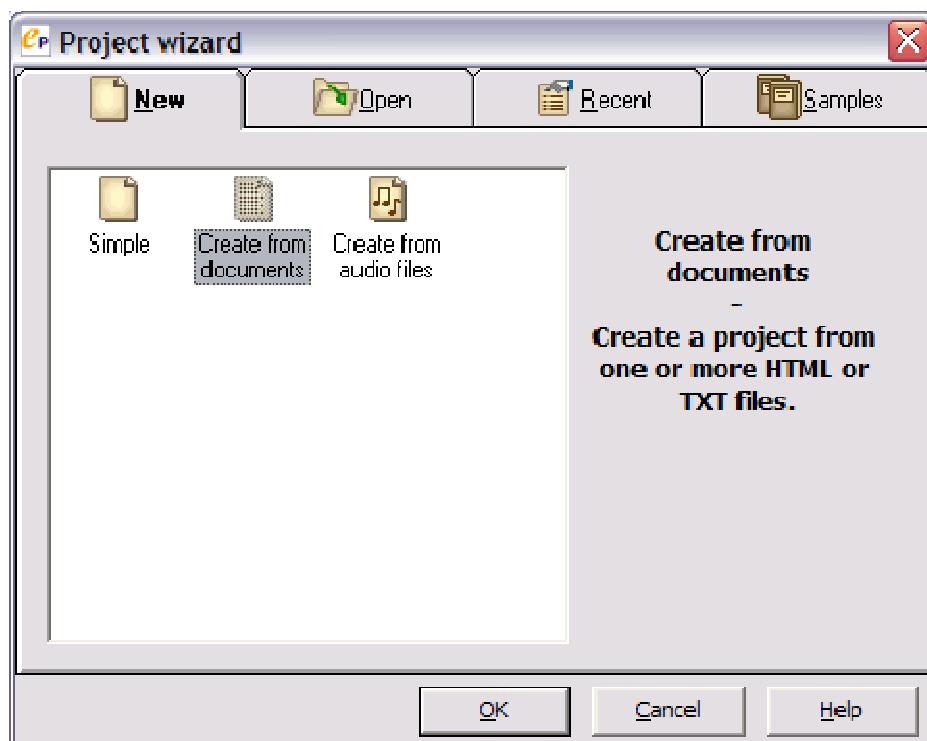
### 6.1.2 Creating a project 'From documents'

The "**From documents**" option can be used to create a project if the producer has the source text in a compatible text format (.html or .txt). A simple to use "Wizard" analyses the files and "marks-up" the document based on recognition of default or user defined characters. These characters are typically the punctuation marks and similar characters after which new navigational points should be added. The structure of the book is extracted from the source documents. The result is a structured project without audio files.

1. Launch EasePublisher and from the main screen, click on "**From documents**".

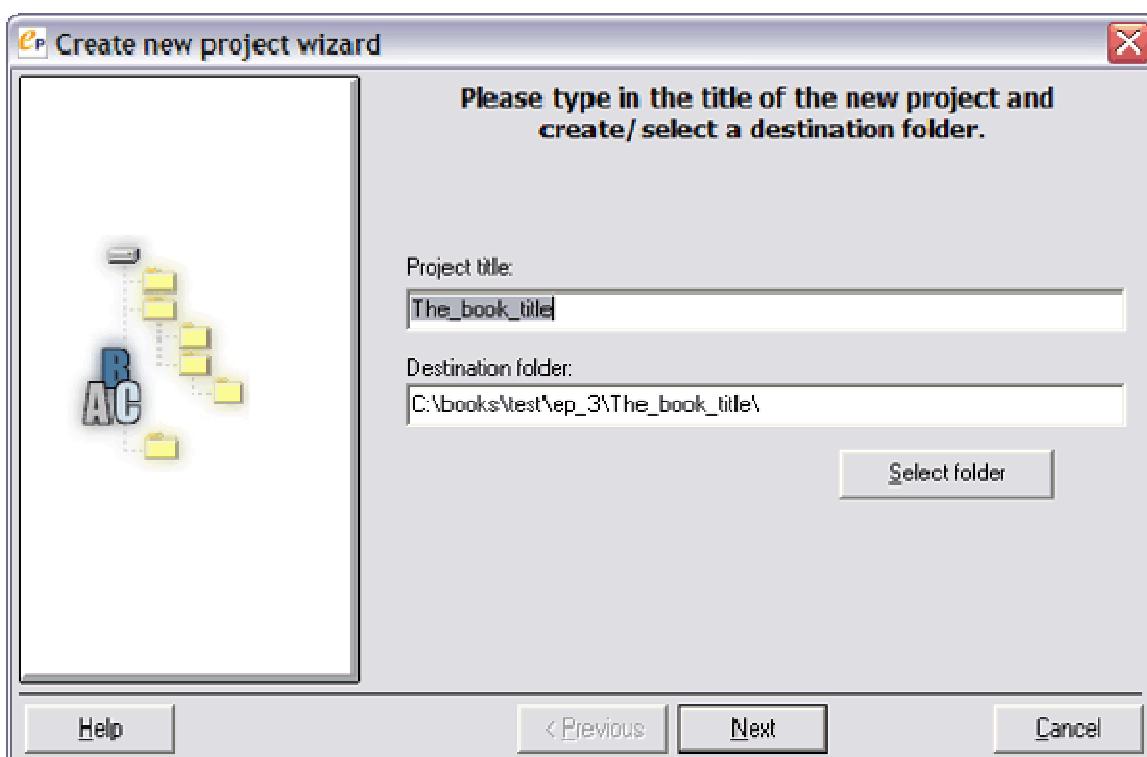


Alternatively, click on "**Create a new project**" and select "**Create from documents**" from the project wizard that appears.

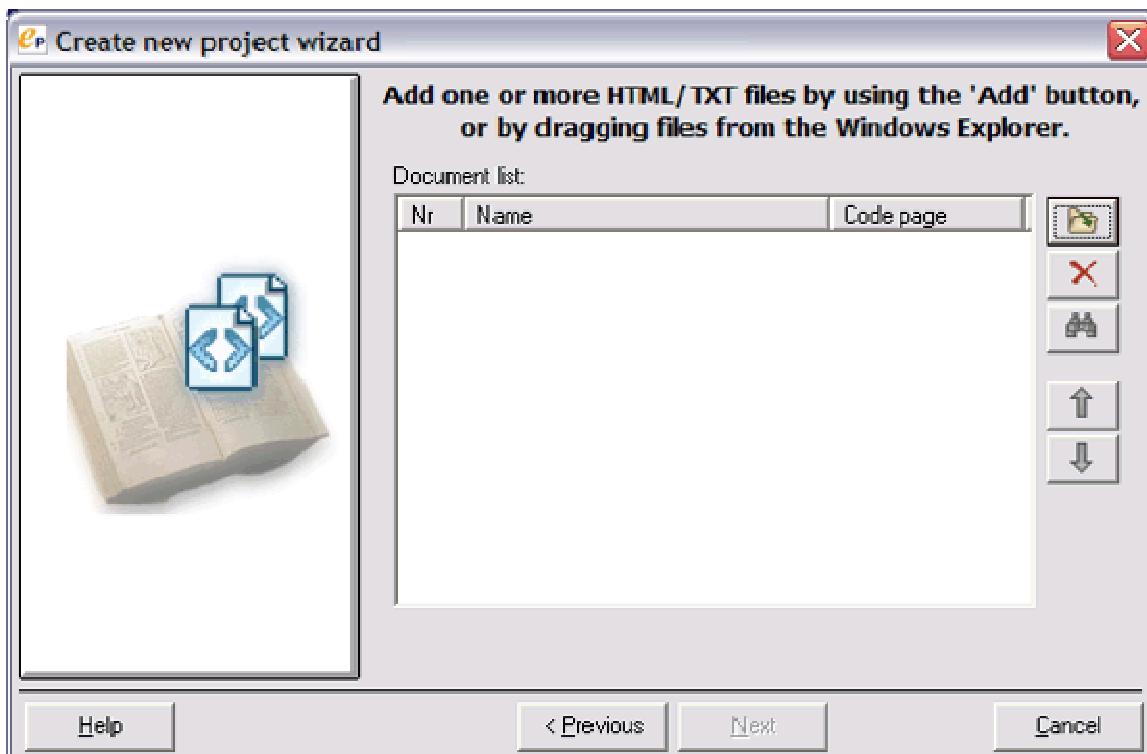


2. On the next screen, you will be asked to give a title to your project. Enter the title of your project. You will notice that a destination folder is automatically created based on the name of your title. To select another destination, press "**Select folder**" and choose another location. Please note that no folder with the same name as the title will be created automatically when another location is selected.

When you have done this, click "**Next**".



3. Next you will be asked to select the document(s) that you would like to use to create your DAISY project.



Click on the "**Add one or more files to the list**" icon and select the file(s) that you wish to use in your production.



If you need to remove a file, click on the "**Remove the selected file from the list**" icon.



If you need to view or change the code page of the selected file, click on the "**View the selected file in the document preview window**" icon.

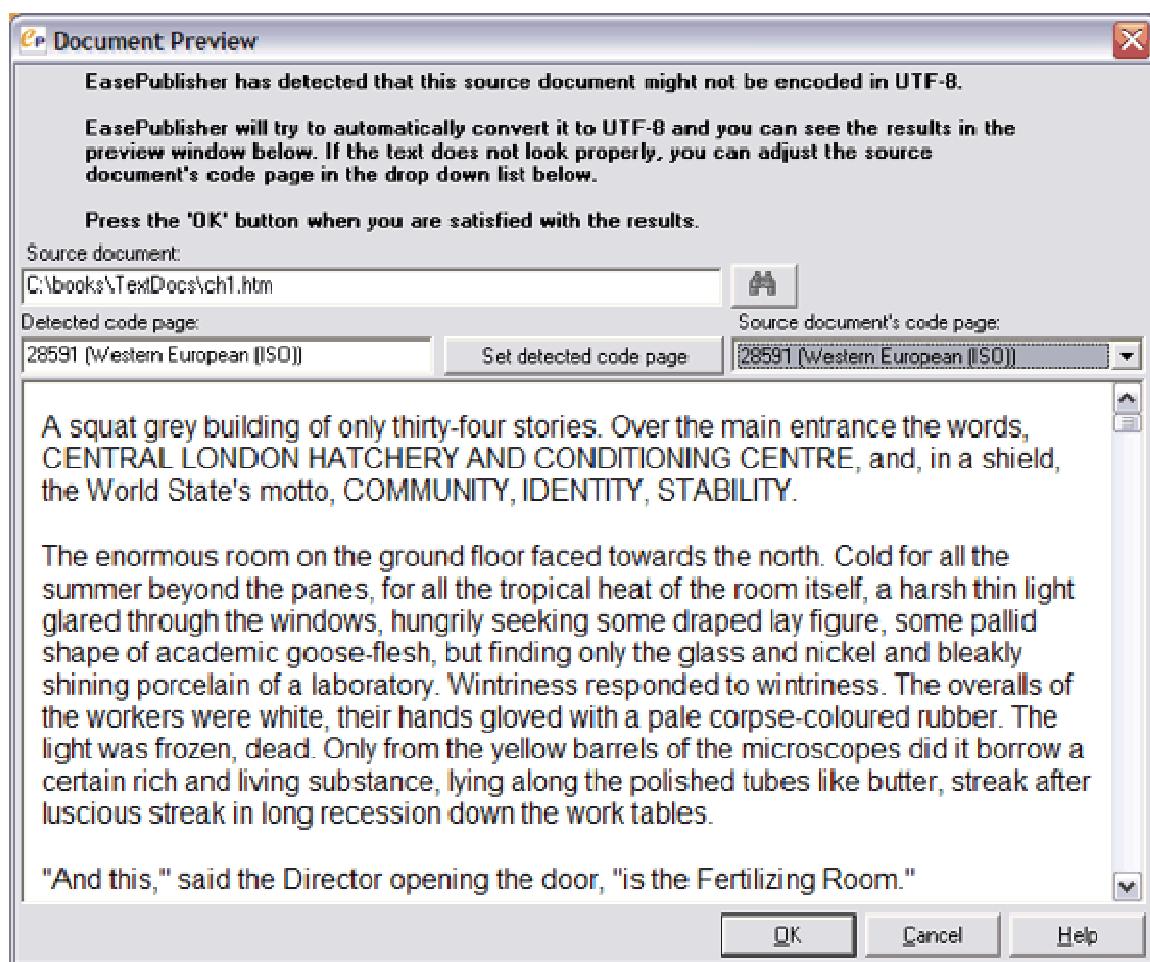


The order that the documents are presented in the list is the order that the documents will appear in the project. To alter the order, click on the "**Move the selected file up the list**" button to move the file up or "**Move the selected file down the list**" to move the file down.

When you import text documents into EasePublisher, they will be converted to UTF-8. This is because EasePublisher is using UTF-8 as the text encoding when working with your project.

**Please note that you can "convert back" to your local code page (e.g. windows-1252) if necessary.**

When a new document is added to the list, EasePublisher tries to automatically detect the document's code page. If it is not using UTF-8, then EasePublisher needs some input from the user and this "Document Preview" window is displayed:



In this dialogue box, you can modify the detected code page. In some cases (especially if the text is really short), incorrect code page is detected and the user have to manually select the correct code page. This is done by selecting the proper code page in the drop down list called "**Source document's code page**". When you select a new code page in the list, EasePublisher temporarily converts the text and outputs it to the preview window. In there, you can see the result after

the UTF-8 conversion. If any characters are displayed incorrectly, then you probably have to choose another code page.

By using the "Set detected code page" button, the detected code page is automatically selected in the code page drop down list.

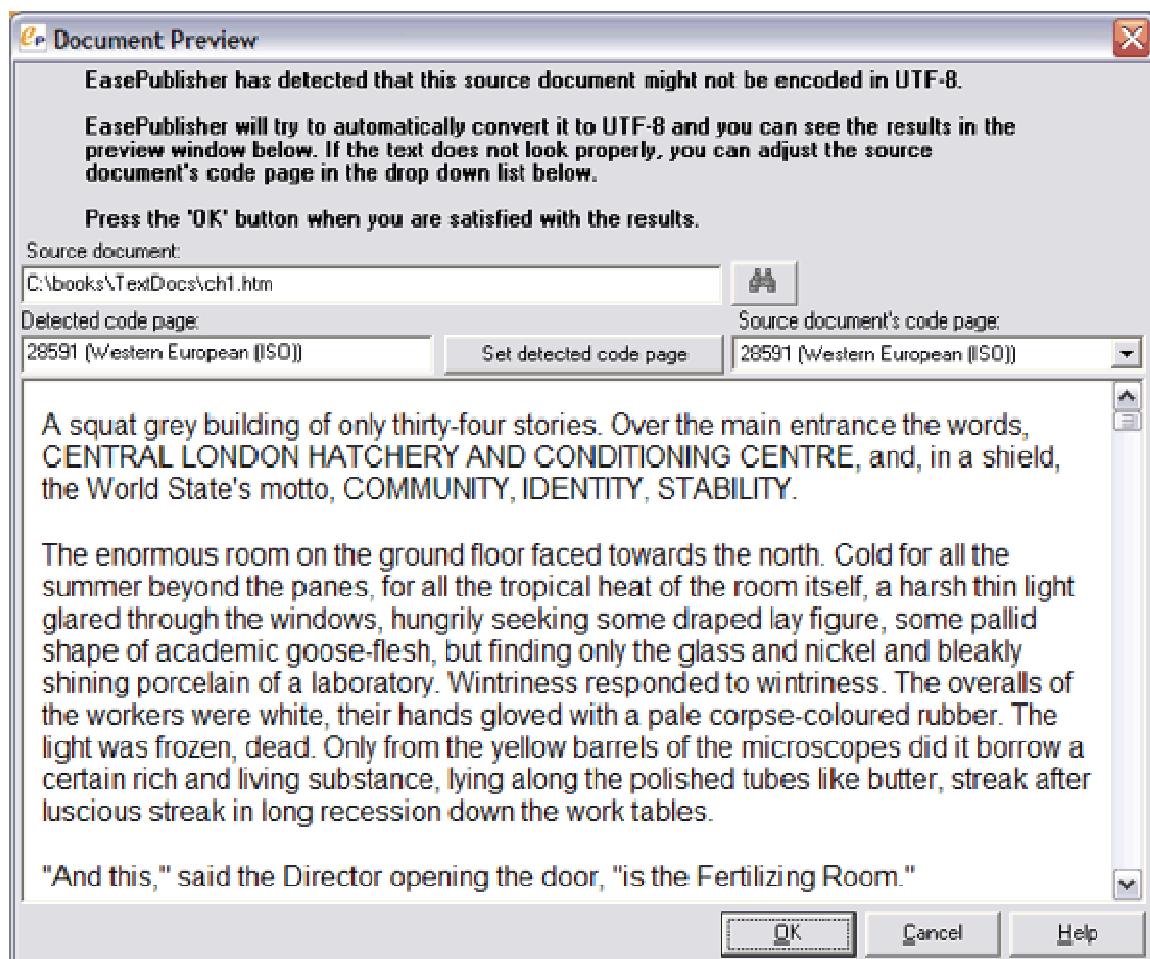


If you need to view the selected file, click on the "**View the selected file in a dedicated viewer**" icon.

Press the "OK" button when you are satisfied with the selected code page.

Now, you may add more documents to your import list.

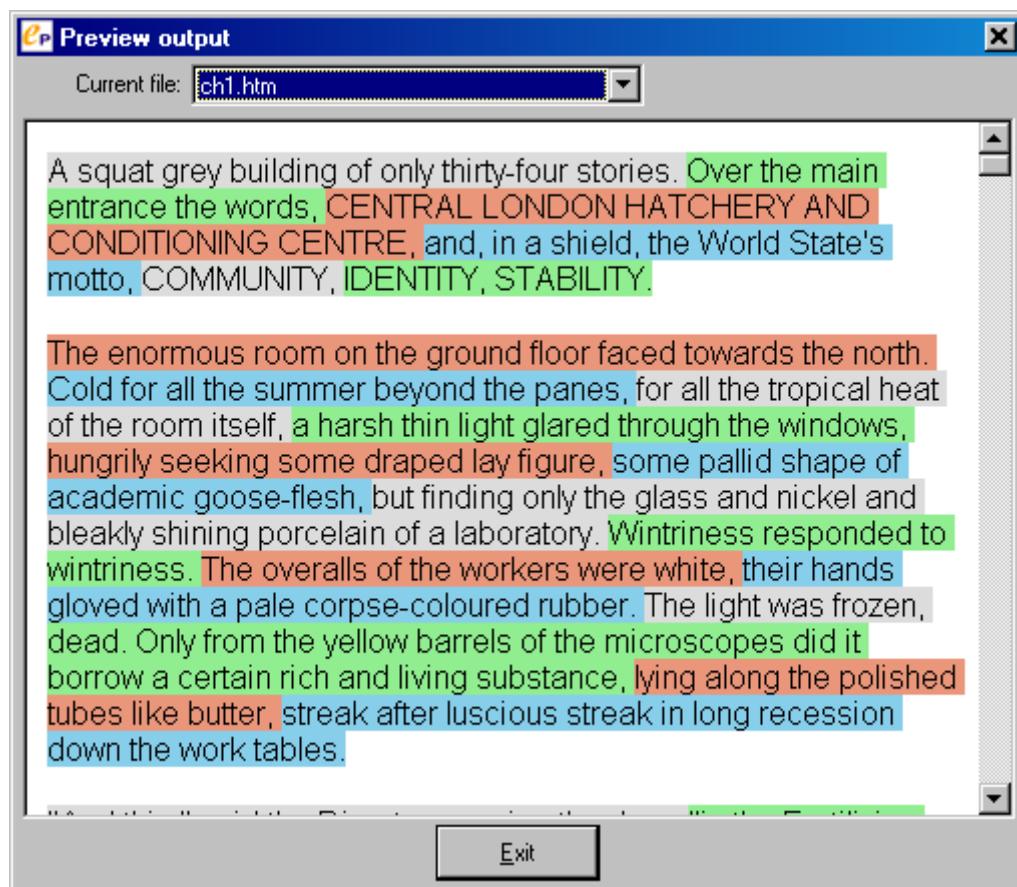
When you have done this, click "**Next**" to proceed to the next stage.



5. At the next stage, you are asked if you would like EasePublisher to automatically mark-up the text in the document with logical breaks (Such as new sentences etc.) To enable this, ensure that the check box is selected next to the file(s) that you wish to mark-up.

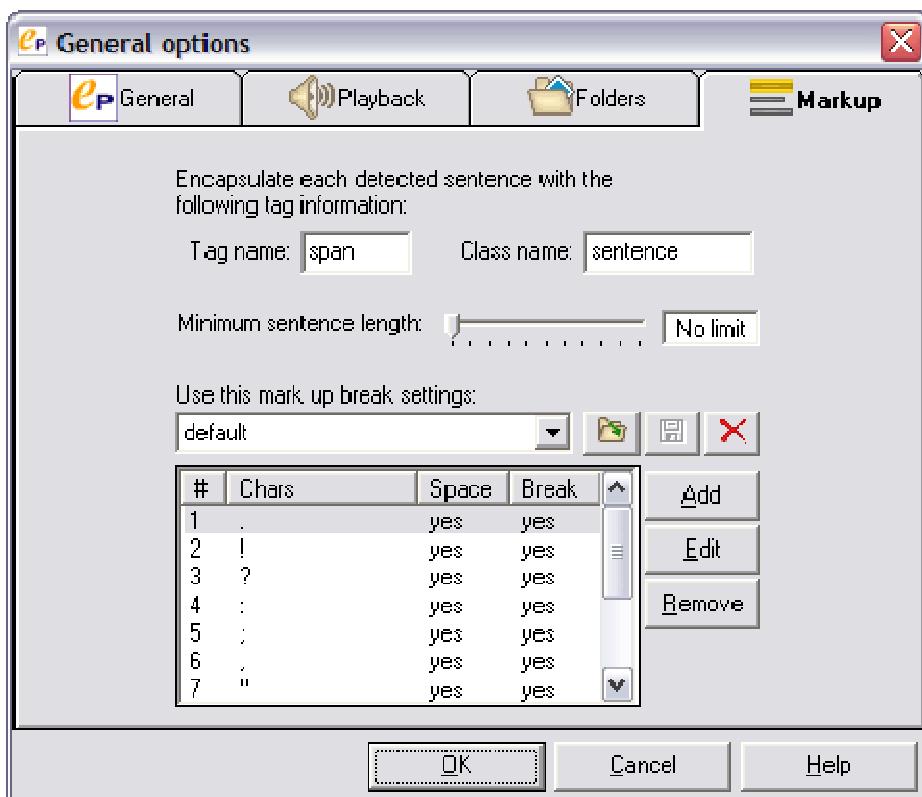
Select the proper "**Markup Definition File**" in the "**MDF File**" drop down list. The MDF file defines the set of HTML tags that are used to apply structure to the content of a project's source documents. It is effectively a set of rules that are applied to your project's source documents so that simple navigation and audio and text synchronization within the documents may be achieved and the project's navigation file is generated by using this MDF file. You can also choose if a new heading is created for each document by selecting the check box "**Create a new heading for each document**" and if you wish to import any meta data contained within the documents into the project by selecting "**Import meta data information from the documents**".

If you want to preview the result of the mark-up, click on the "**Preview sentences**" button to view the "**Preview output**" window.



A different coloured block will highlight each text event. If you would like to specify different characters upon which to break text events, close the preview window by clicking "**Exit**" and the click on "**Options**" in the "**Create New Project Wizard**" window and alter the "**Markup Detection Settings**" here. Many "**General options**" can be

specified within this dialog. A full overview of these functions is detailed in the section - "**General Options**".



When you have altered the "**Markup Detection Settings**", preview the mark-up again by clicking on "**Preview sentences**".

Note: You can fine-tune your mark-up in EasePublisher later on by manually splitting and joining text events if the auto-mark-up does not achieve the desired results.

6. To finalise, press "**Generate**". You will now see the project opened in the main screen.
7. If the project is to be a full text and audio production, the project is now ready to have audio added by importing TTS encoding or recording. Further text can be added by importing or by entering directly into the **HTML Editor** <F6>. Further structure can be added (New headings etc.) using the "**Table of Contents**" view.

### 6.1.3 Creating a project 'From Audio Files'

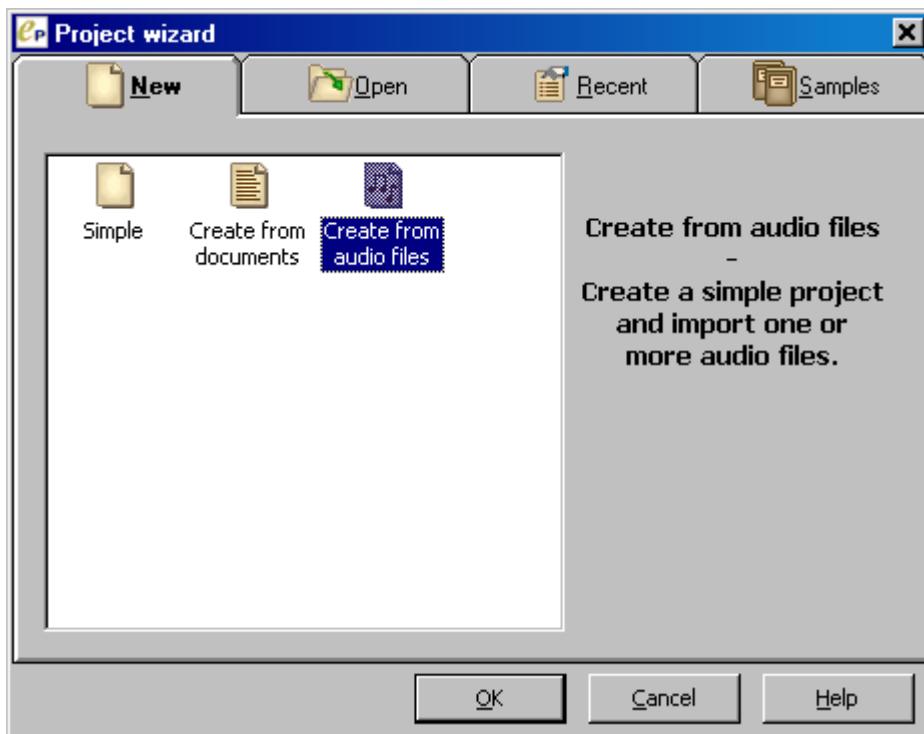
The "**From audio files**" option allows the creation of a project from pre-recorded audio files (.wav or .mp3). A simple to use "Wizard" guides the user through the process. During the project generation it is

possible to convert one or more of the selected audio files into an alternative format. This conversion includes re-sampling and decoding of encoded material into PCM format. Use of phrase detection to index the audio, i.e. break it up into navigable segments can also be applied at this point. The result is a project with the title as a structured element together with indexed audio if phrase detection was used. Further structuring, the addition of text and importing or recording of audio can then be added to the project.

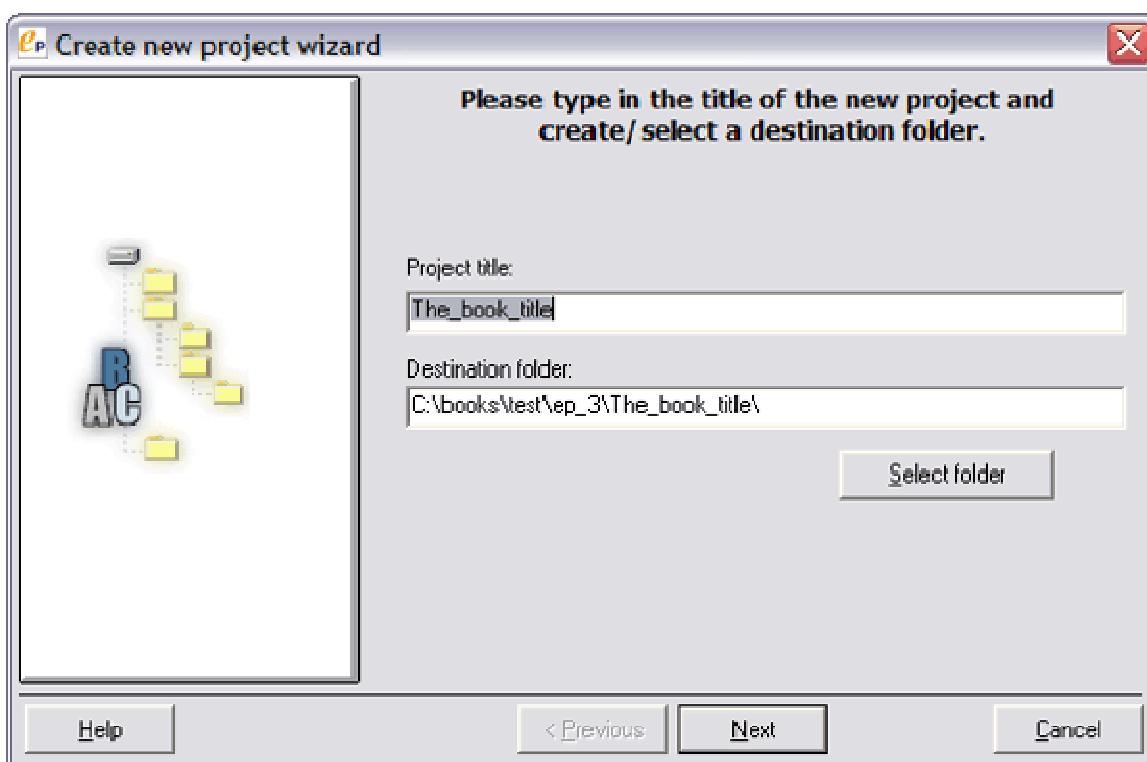
1. Launch EasePublisher and from the main screen, click on "**From audio file(s)**".



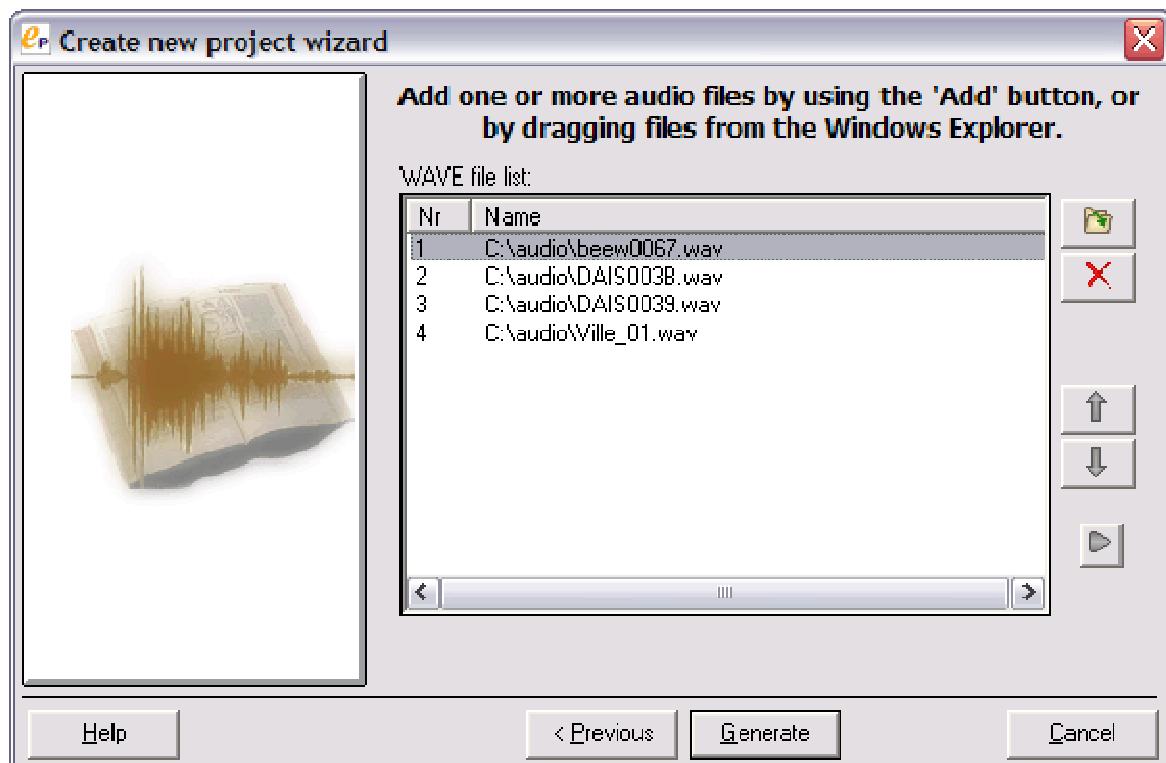
Alternatively, click on "Create a new project" and select "Create from audio files" from the project wizard that appears.



2. On the next screen, you will be asked to give a title to your project. Enter the title of your project. You will notice that a destination folder is automatically created based on the name of your title. To select another destination, press "**Select folder**" and choose another location. Please note that no folder with the same name as the title will be created automatically when another location is selected. If the project should be generated in another character set then the default language used by the computer, check the "**Set character set manually**" check box and select from the drop down list box. Please note this option should be handled with care since it might give an unwanted effect text content within the project. When you have done this, click "**Next**".



3. On the next screen you will be asked to add one or more audio files that you wish to use to create the project.



Click on the **"Add one or more files to the list"** icon and select the audio file(s) that you wish to use in your production.

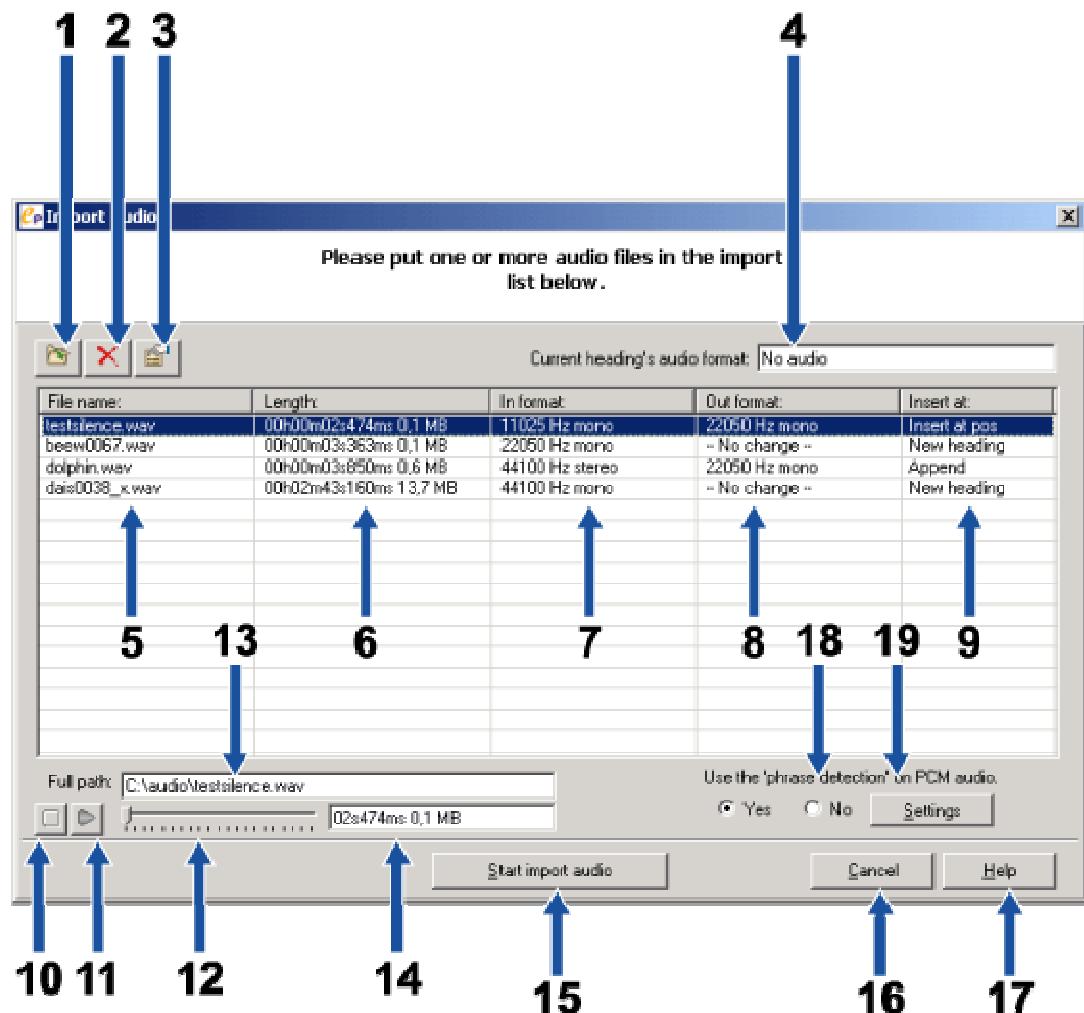


If you need to remove a file, click on the **"Remove the selected file from the list"** icon.



The order that the audio files are presented in the list is the order that they will appear in the project. To alter the order, click on the **"Move the selected file up the list"** button to move the file up or **"Move the selected file down the list"** to move the file down. When you have done this, click **"Generate"**.

4. The **"Import audio"** window will now appear:

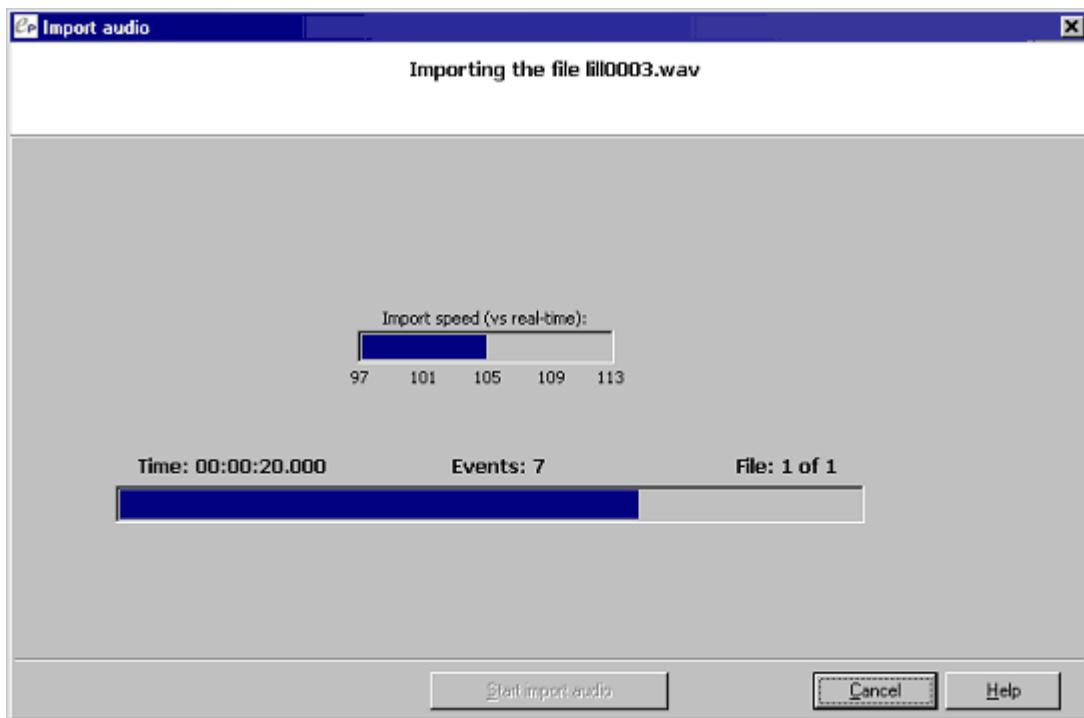


1. Add audio files to the import list.
2. Remove selected audio file from the import list.
3. Audio file import settings of the selected audio file.
4. Current headings audio format.
5. Audio file name.
6. Audio file's length expressed in time and size.
7. Format of original audio file.
8. Format audio file to be converted to (if required).
9. Position where the file will be imported.

10. Stop playback of selected audio file.
11. Playback the selected audio file.
12. Playback position slider bar.
13. Audio file location.
14. Total running time and file size of selected audio file.
15. Import the audio files into the project.
16. Cancel the import process.
17. Open the EasePublisher help file.
18. Choose if phrase detection is to be applied during the import process.
19. Alter phrase detection settings.

At this stage, it is possible to add further audio files or remove from the import process. There are also a number of other settings that can be made. If the user needs to change the format of the audio file that is to be imported, this can be done by selecting the required audio format from the drop down list that appears beneath "**Out format**". Please note, any alterations to an audio file can have an unwanted effect on the audio quality. If the format is changed while importing please make sure the quality of the source audio files are as good as possible. The user can also specify the position where the audio file will be imported to in the project. Audio files can be previewed using the playback controls and the user can also choose if "phrase detection" is to be applied and alter the phrase detection settings accordingly.

5. To complete the import process, select "**Start import audio**" and the audio files will be imported into the project.



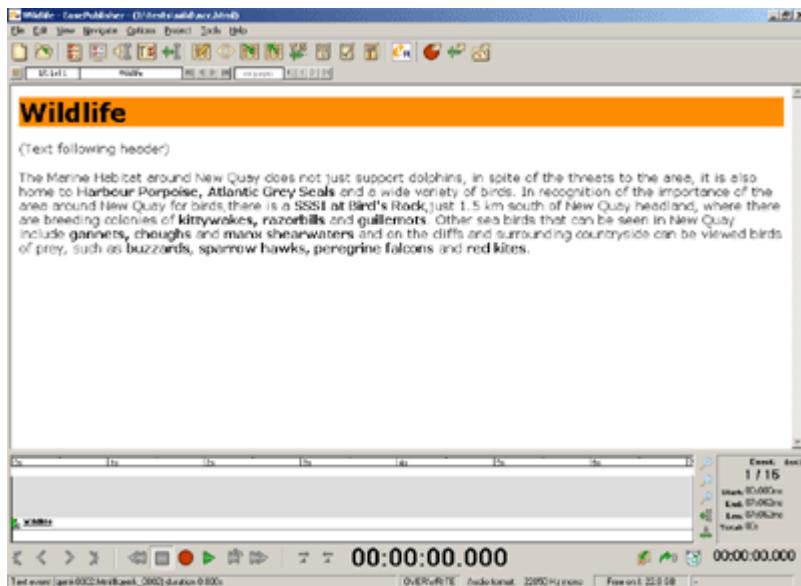
6. If the project is to be a full text and audio production, the project is now ready to have text added by importing or by entering directly into the **HTML Editor** <F6>. If the project is to remain as a TOC-only (Audio only) production, further structure can be added (New headings etc.) using the "**Table of Contents**" view.

## 6.2 Adding audio to a project

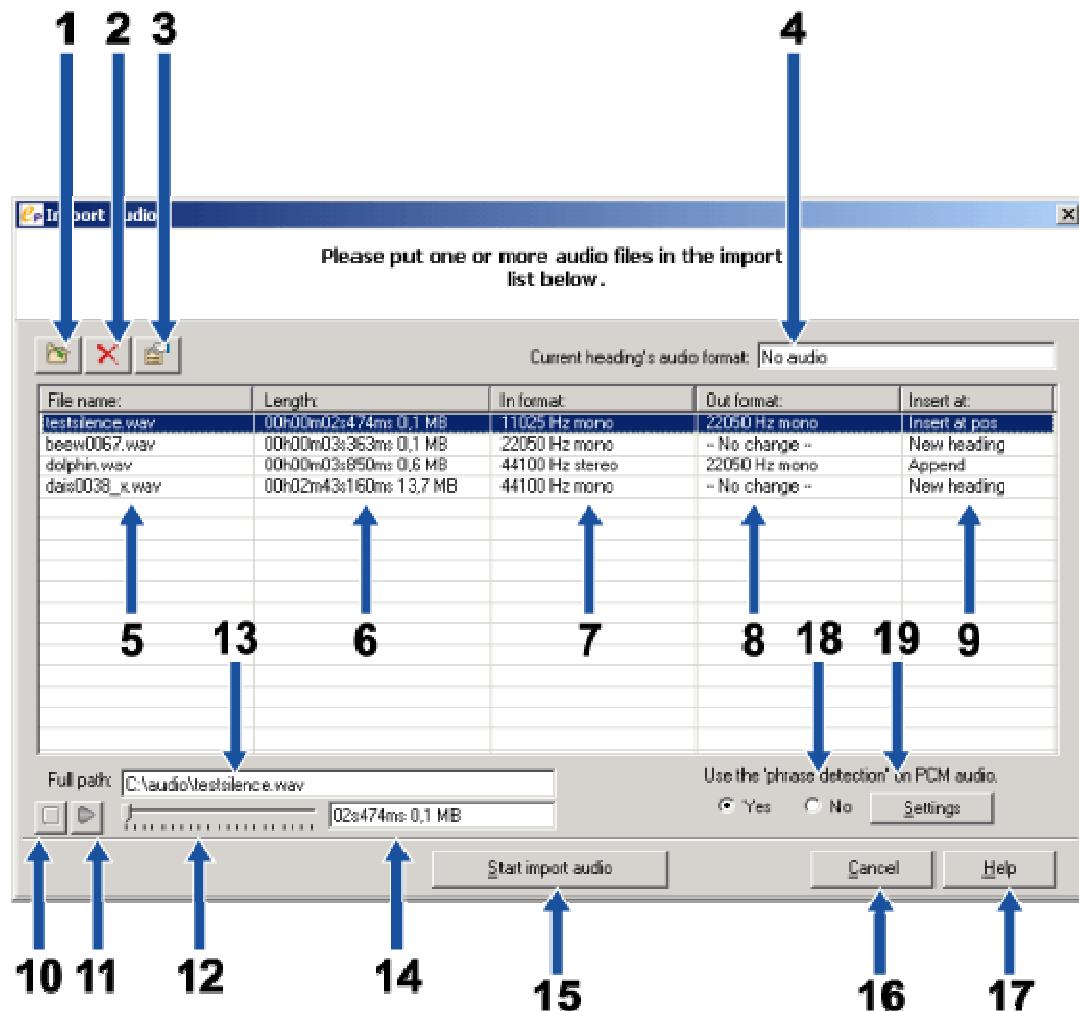
Audio can be added to the project by recording live audio directly into the project, importing existing digital recordings, or generating a synthesised voice using the **Text-To-Speech Encoder**.

### 6.2.1 Importing existing digital recordings

1. Open the project that you wish to import the audio files into.



2. Launch the "Import audio" window from the top menu  
**Project>Import>Import audio file(s).**

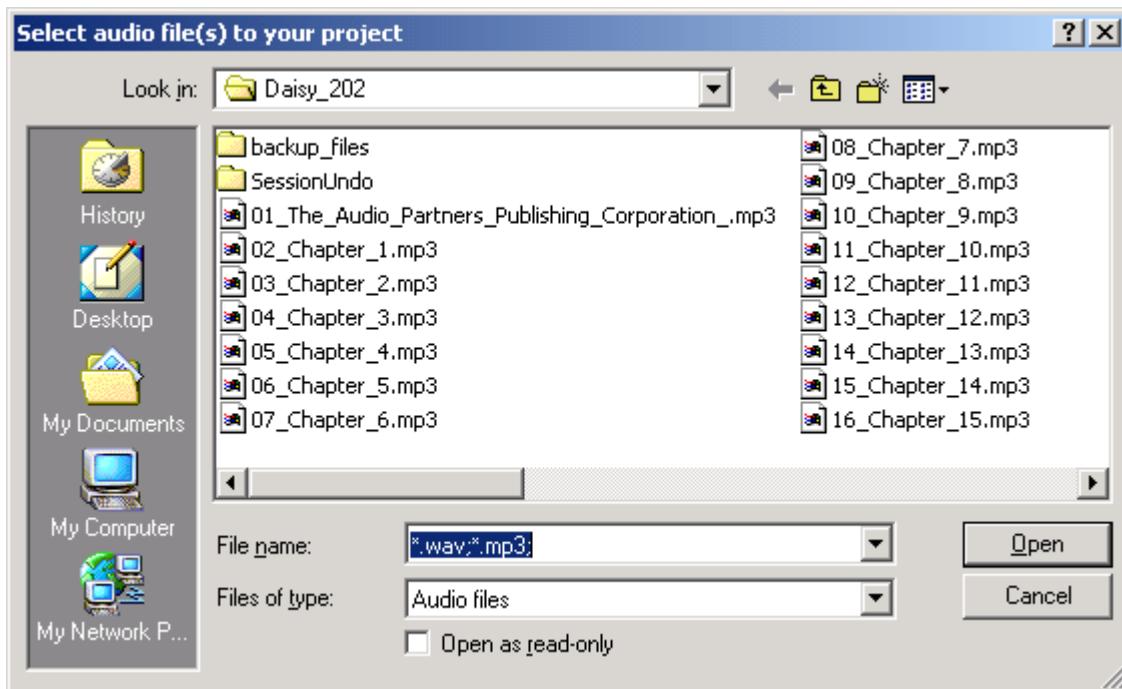


1. Add audio files to the import list.
2. Remove selected audio file from the import list.
3. Audio file import settings of the selected audio file.
4. Current headings audio format.
5. Audio file name.
6. Audio file's length expressed in time and size.
7. Format of original audio file.
8. Format audio file to be converted to (if required).

9. Position where the file will be imported.
10. Stop playback of selected audio file.
11. Playback the selected audio file.
12. Playback position slider bar.
13. Audio file location.
14. Total running time and file size of selected audio file.
15. Import the audio files into the project.
16. Cancel the import process.
17. Open the EasePublisher help file.
18. Choose if phrase detection is to be applied during the import process.
19. Alter phrase detection settings.

The "**Import audio**" window allows the user to select one or more audio files to add to the project. There are also a number of other settings that can be made.

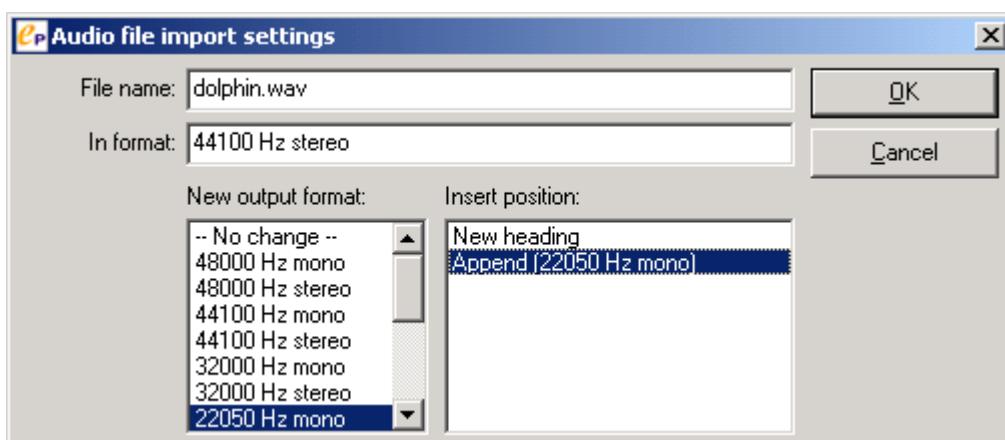
To select an audio file to add to the project, select the "**Add audio file(s) to the import list**" icon at the top of the screen and choose an audio file to add:



Select the required file(s) and click "**Open**". The selected file(s) will be added to the "**Import audio**" list.

Please note that you can only import standard WAVE files in 16 bits PCM and MP3 files.

If the user needs to change the format of the audio file that is to be imported, the dialog called "**Audio file import settings**" must be opened. This can be done in three ways: 1) by pressing the button above the file list, 2) by double-clicking on audio file in the list, 3) or by simply using the ENTER key on the keyboard.

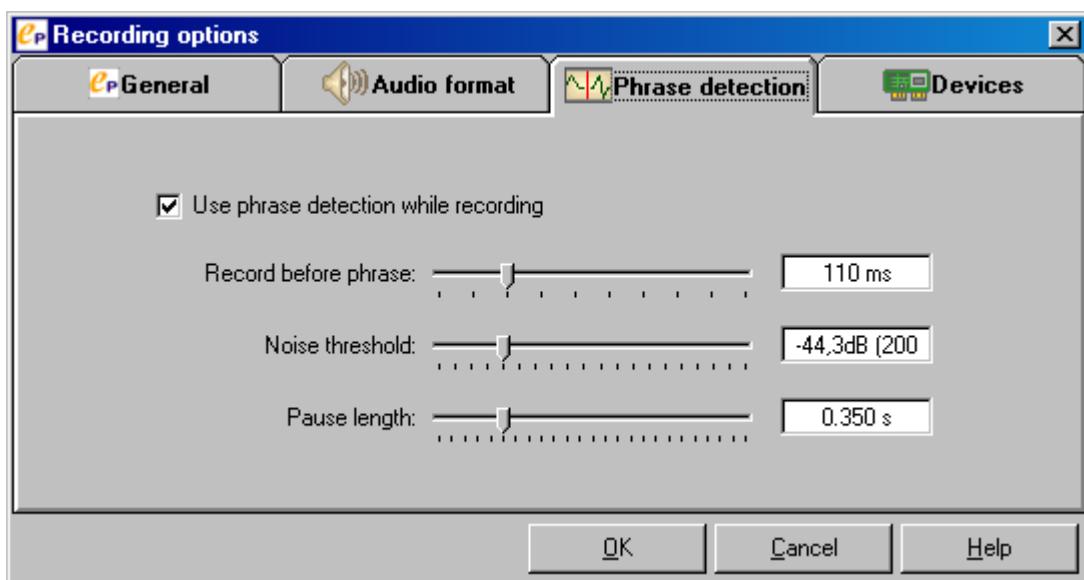


If you need to adjust the output audio format, you select the required audio format from the "**New output format**" listbox. Please note, any alterations to an audio file can have an unwanted effect on the audio quality. If the format is changed while importing please make sure the source audio files are as good quality as possible.

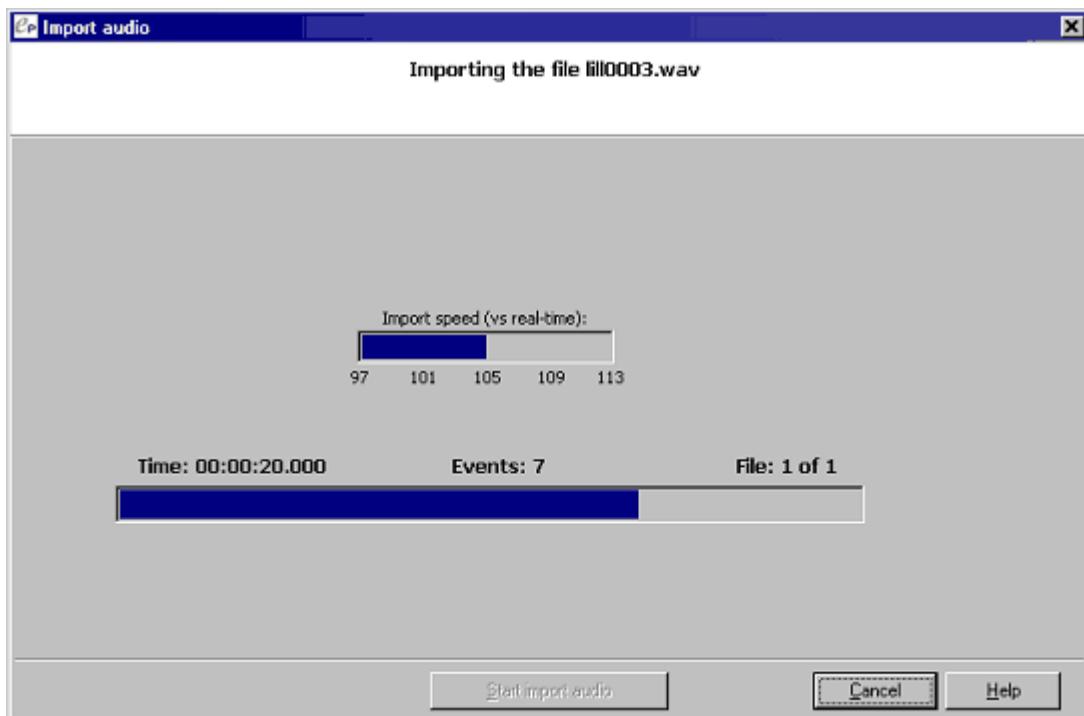
The user can also specify the position where the audio file will be imported to in the project and that can be done using the "**Insert position**" listbox.

Press the OK button to apply these new settings to the audio import list.

Audio files can be previewed using the playback controls and the user can also choose if "**phrase detection**" is to be applied and alter the phrase detection settings accordingly.



3. To complete the import process, select "**Start import audio**" and the audio files will be imported into the project.



4. If the project is to be a full text and audio production, the text and the audio can now be synchronised together.

### 6.2.2 Recording live audio

To record live audio, an appropriate sound recording device and microphone needs to be connected to the sound card of the PC workstation.

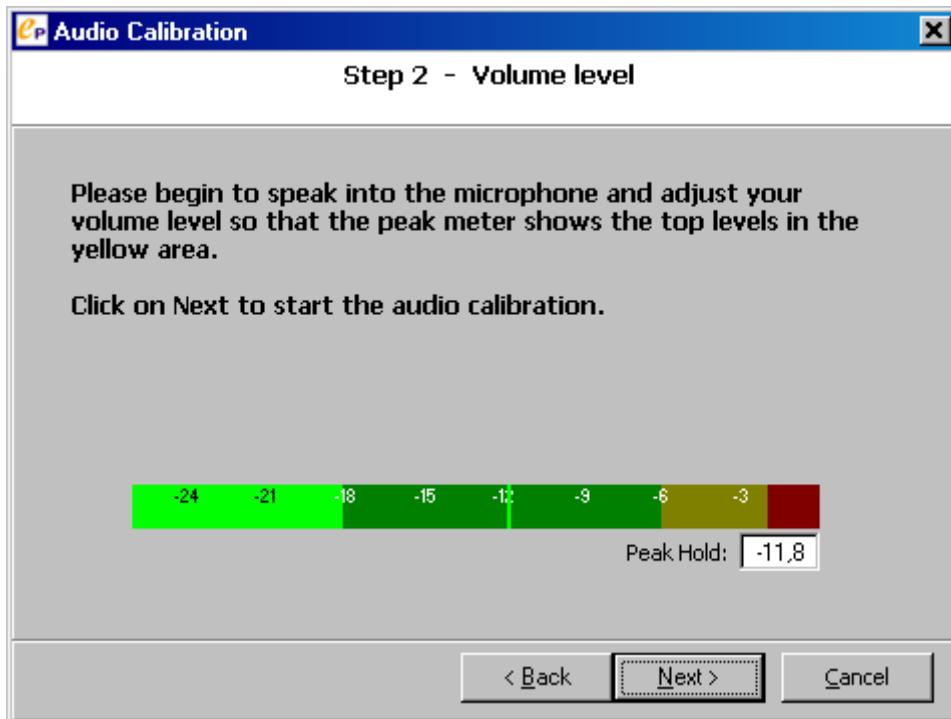
1. Before you start to record your audio, the audio needs to be calibrated. We recommend calibrating the audio whenever you have changed anything in the audio chain, e.g. new mixer settings or changed settings on the audio amplifier.

**Select Options>Audio Calibration...** from the Toolbar, or "**Calibrate**" from the Recording Rollup menu. The Audio Calibration dialog will appear:

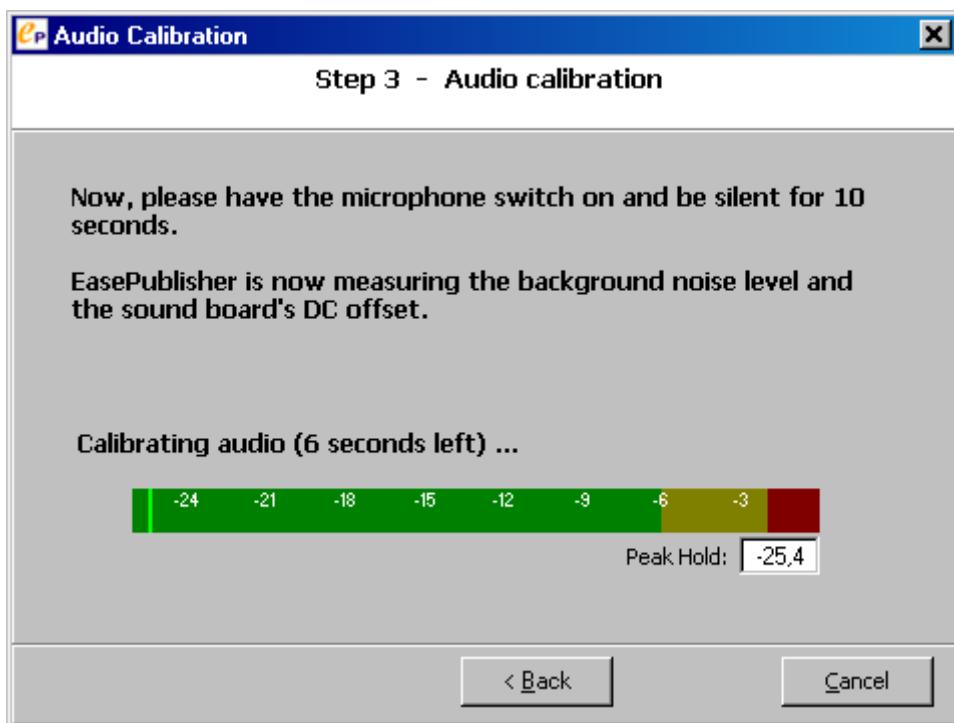
Step 1: The first step is to select the soundboard that the microphone is connected to from a drop down list of all available devices. Ensure that the microphone is switched on and that all other applications that play or record audio are closed.



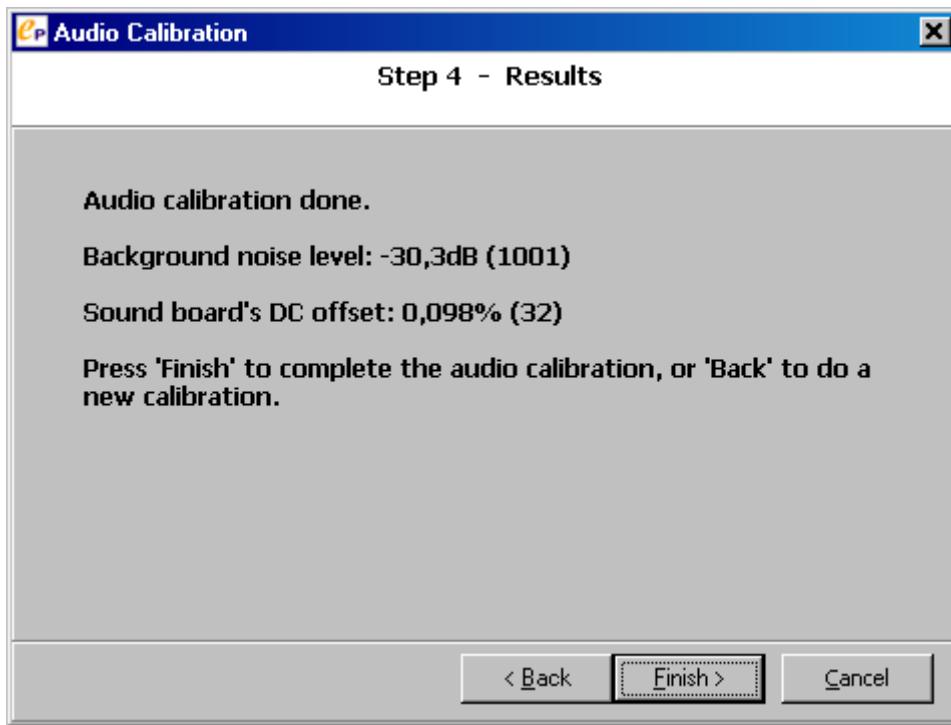
Step 2: The second step is to set the volume level for recording. This is a manual process. Speak into the microphone and adjust the recording volume level on your PC's mixer and on any external audio device until the peak meter displays the top levels in the yellow region.



Step 3: The third step is the audio calibration. EasePublisher measures the background noise level and the DC offset of the soundboard. Switch on the microphone and be silent for 10 seconds during this process.



Step 4: The final step displays the results of the audio calibration. Select "**Finish**" if you are satisfied with the results or "**Back**" if you would like to run the calibration process again.



2. Now that the audio is calibrated, you may begin recording. First, select the recording mode from the top menu **Options>Recording modes**, or from the "**Recording rollup**", or by pressing <CTRL + F11> to toggle through the options. Choose from:
  - "**Overwrite**": Any new audio that is recorded will overwrite the existing audio from that point onwards.
  - "**Insert**": Any new audio that is recorded will be inserted at that point, without overwriting any of the existing audio.
  - "**Replace to zero**": This recording mode is used together with the user time counter. After a mistake, the narrator presses the 'Reset user time counter to zero' button and rewinds to a place before the start of the mistake. The narrator can then make a 'punch-in' recording to replace what is between the start of the retake and user time zero. It does not matter if the new recording contains more or less audio than the mistake - it will always replace everything between the start of the retake and user time zero.

3. Next, select if you want to use voice activation to begin recording. If this setting is chosen, pressing record will not begin recording until an input is heard (i.e. the narrator begins speaking). This is selected mode from the top menu **Options>Voice activation**, or from the **"Recording rollup"**, or by pressing <Shift + F11> to toggle on or off.
4. To begin recording, press the "**Record**" button in the lower toolbar or press <Right CTRL + Insert> or <Ctrl + F5>. During narration, to synchronise the text that is being narrated with the recorded audio, press the "**Create synchronisation point**" button:



5. If a mistake is made during narration, the audio that is not required can be selected in the waveform and deleted by pressing the <Delete> key. Alternatively, navigate back to the last correct point, select "**Overwrite**" as the recording mode and then continue recording.

### 6.2.3 Text-To-Speech (TTS) Encoding

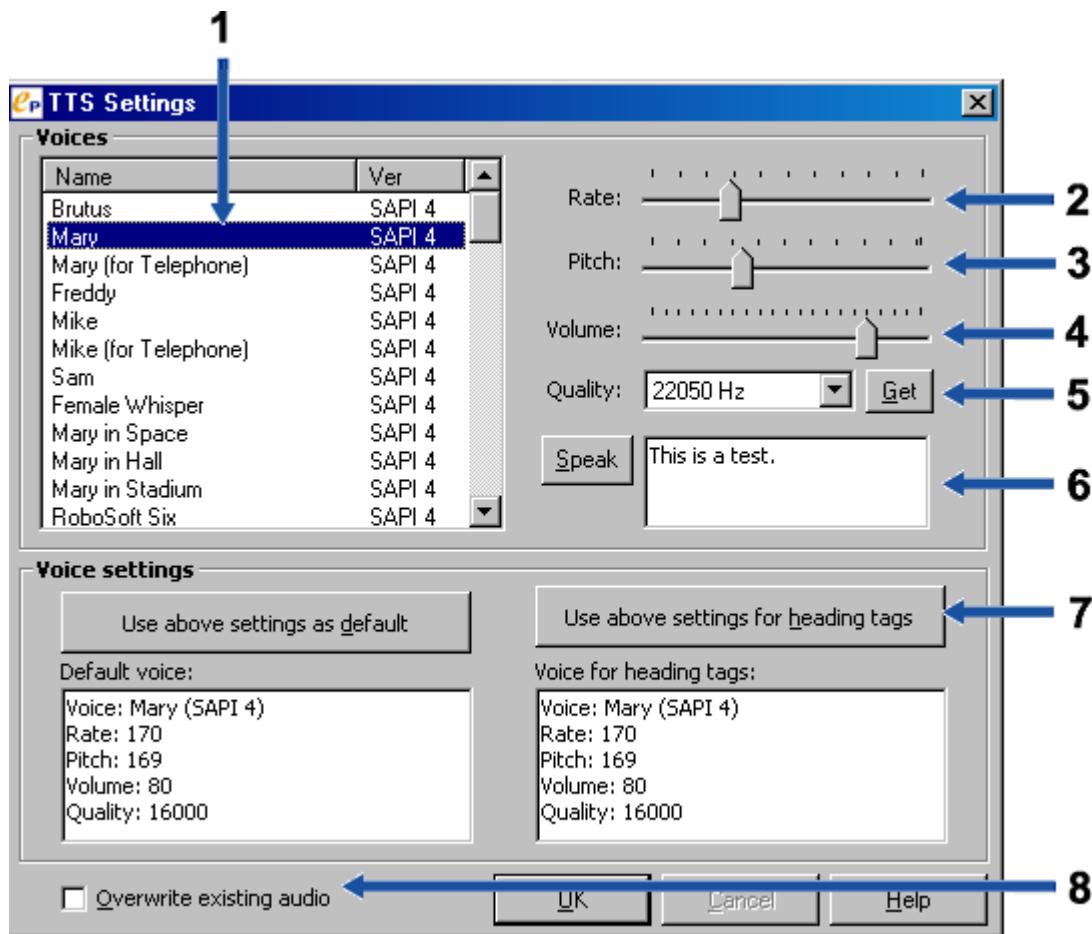
EasePublisher has a **Text to Speech (TTS) Encoder** that allows full DTB productions to be created by automatically generating fully synchronised and synthesised recordings of the on-screen text, in a fraction of the time that it takes to use a human narrator. To demonstrate just how efficient this is, a production that when recorded by a narrator takes 30 minutes to record and synchronise can be produced in about 15 seconds on an average specification desktop PC using the TTS Encoding option - Ideal for creating content to tight deadlines or content not requiring the higher quality human narration provides.

TTS Encoding a DTB production is easy. The first step is to create a project containing the text that you wish to generate the synthesised audio from. Once you have created and structured your project, you will be ready to TTS encode. No post processing is necessary to create fully synchronised text and audio DTB material.

## TTS Settings

The next step is to alter the TTS settings to tailor the synthetic speech to your requirements. This is done using the "TTS Settings" window that is viewed by selecting **Tools>TTS Encode>Settings**, from the top menu. EasePublisher can use any SAPI 4 or SAPI 5 compliant synthesisers. If these are installed on the users PC, they will automatically appear in the list of synthetic voices.

The TTS Settings window allows the user to specify the synthetic voice to use and to tailor the voice to their requirements.



1. Available synthetic voices.
2. Playback rate
3. Playback pitch
4. Playback volume

## 5. Quality

By default, EasePublisher uses the voice's default sampling rate, but by pressing the 'Get' button, EasePublisher will ask the current voice for supported sampling frequencies. Those frequencies will then be listed in the quality drop down list box.

6. Preview the TTS settings using the current settings and the text in this text box.

7. Set the current TTS settings as the default voice, or voice for heading tags.

**Please note!** When EasePublisher is running the TTS, the setting for the default voice is used all the time, except when the text event synchronises on a heading tag. A heading tag in the source document is e.g. <h1>, <h2>, etc and the TTS will in those cases use your TTS setting for heading tags.

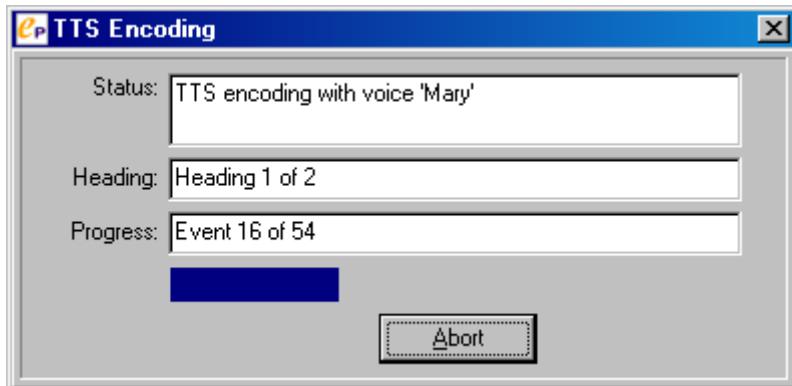
8. Overwrite existing audio - If this option is selected, EasePublisher will TTS encode all text. If the project already contains partial audio and you only want EasePublisher to generate audio for the missing parts, de-select this option.

**Please note!** EasePublisher does not allow different audio formats in the same heading. Therefore, if the TTS is generating audio in different audio formats, the TTS will resample the audio to the highest quality. Also, if you are adding TTS audio to a heading with pre-existing audio, EasePublisher may resample the generated audio so it fits the current heading's audio format.

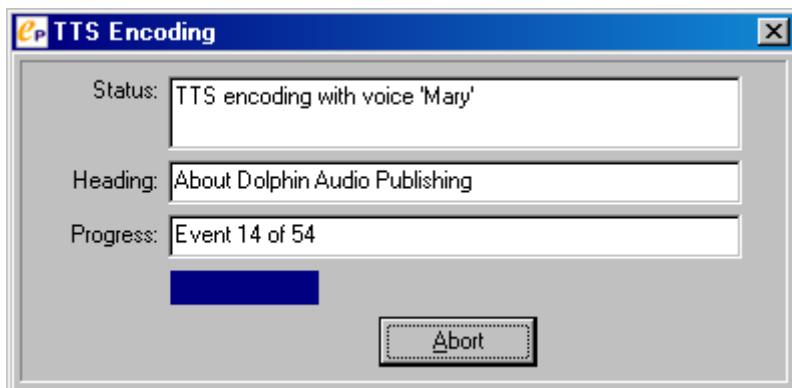
## Running the TTS Encoder

Once the user is satisfied with the settings of the TTS Encoder, the project can be encoded.

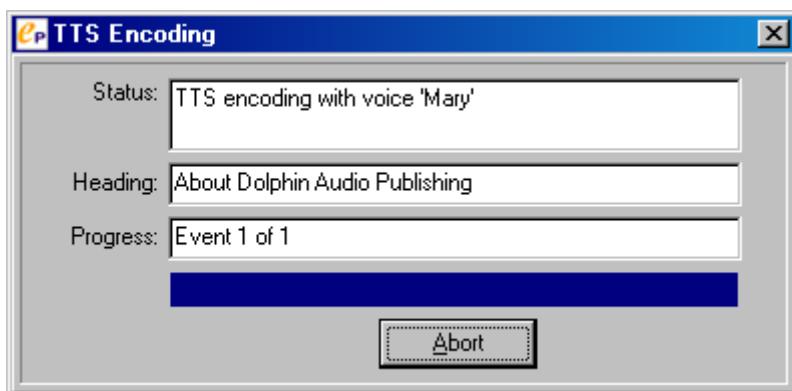
To encode the entire project, select **Tools>TTS Encode>Whole project** or press <CTRL + T>.



To encode the current heading only, select **Tools>TTS Encode>Current heading** or press <CTRL + Shift + T>.



To encode just the current text event, select **Tools>TTS Encode>Current text**.



You can also encode the current heading and its sub headings by selecting **Tools>TTS Encode>Current heading + sub-headings**

## 6.3 Deleting audio from a project

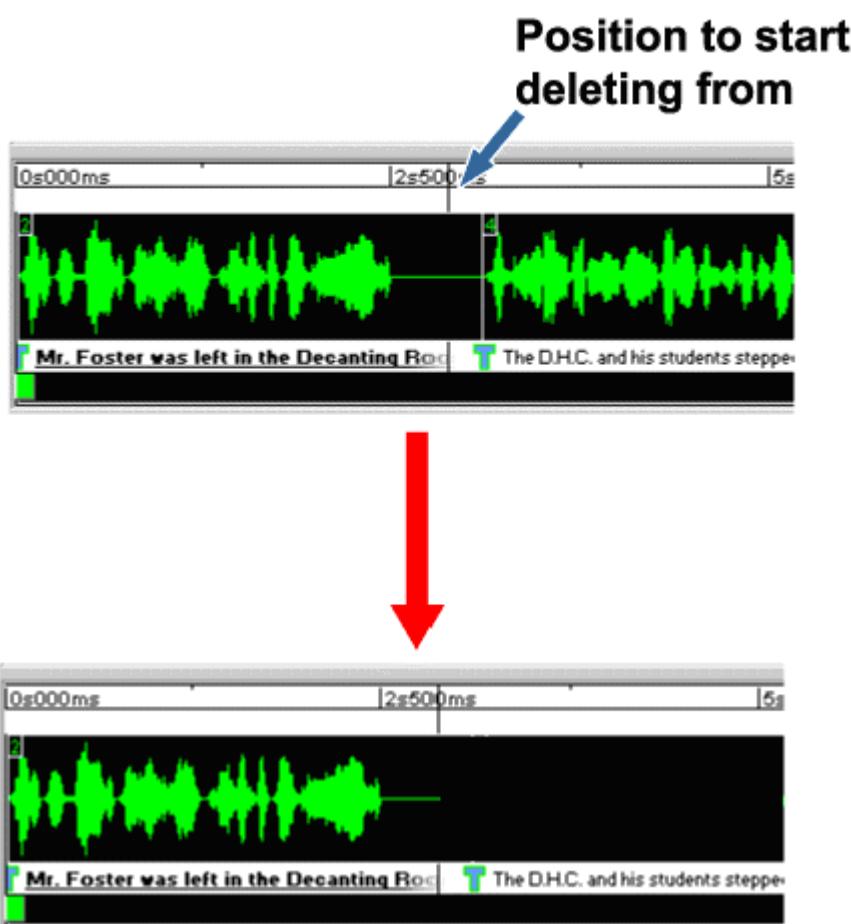
### 6.3.1 Deleting all audio from the current section

To remove all audio from the current heading, the Select **Edit>Remove audio>All audio in heading** from the top menu or press <CTRL + Delete> on the keyboard.

To remove all audio from the whole project, the Select **Edit>Remove audio>All audio in book** from the top menu.

### 6.3.2 Deleting all audio after a certain position in the current section:

1. Navigate to the position in the waveform where you want the deletion of the audio to begin.



2a. To remove the audio to the end of the current heading, select **Edit>Remove audio>From position to end in heading** from the top menu or press <CTRL + Shift + Delete> on the keyboard.

2b. To remove the audio to the end of the whole book, select **Edit>Remove audio>From position to end in book** from the top menu.

### 6.3.3 Manually deleting a section of audio

1. Select the section of the waveform that you wish to delete. To do this selection, either hold down the left mouse button and drag over the region, or use <Shift> in combination with <Cursor Left> or <Cursor Right>.



2. Select **Edit>Delete** from the top menu or press <Delete> on the keyboard to delete the selected audio.

## 6.4 Document editing

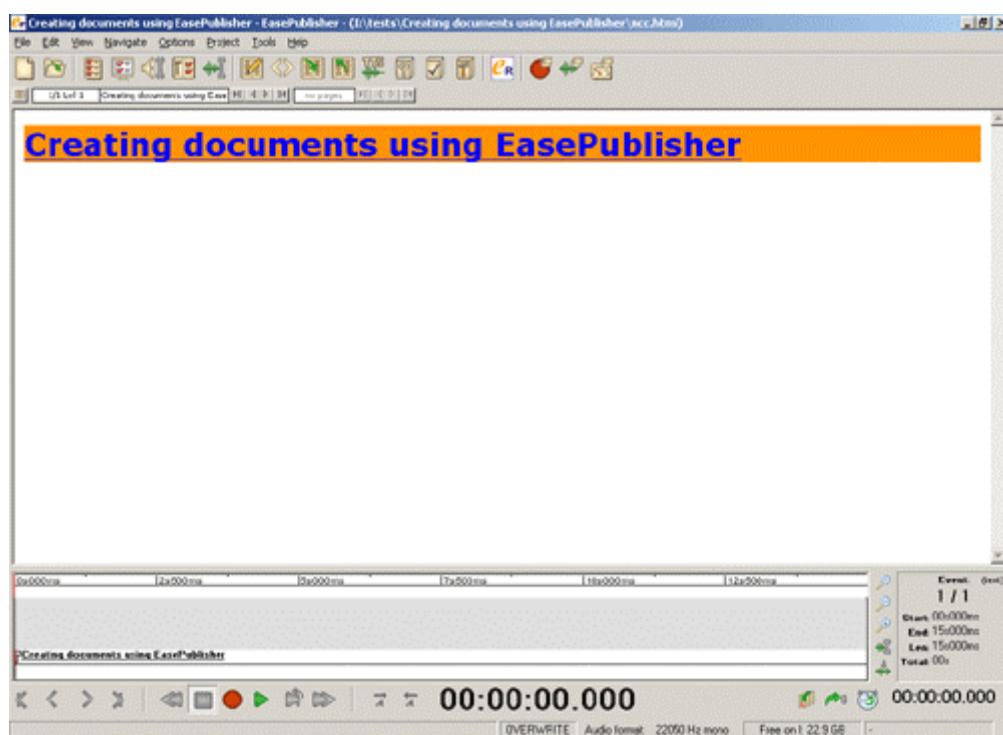
This section explains the various forms of text creation and editing features that EasePublisher has.

### 6.4.1 Adding text and documents to a project

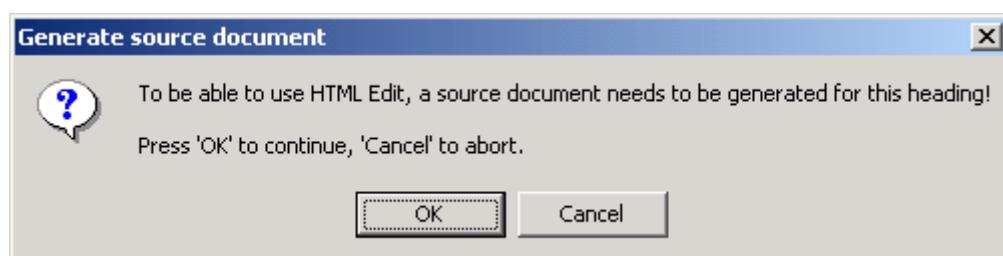
#### Creating documents using EasePublisher

It is possible to create XHTML documents directly in EasePublisher by adding text to a "**Simple Project**".

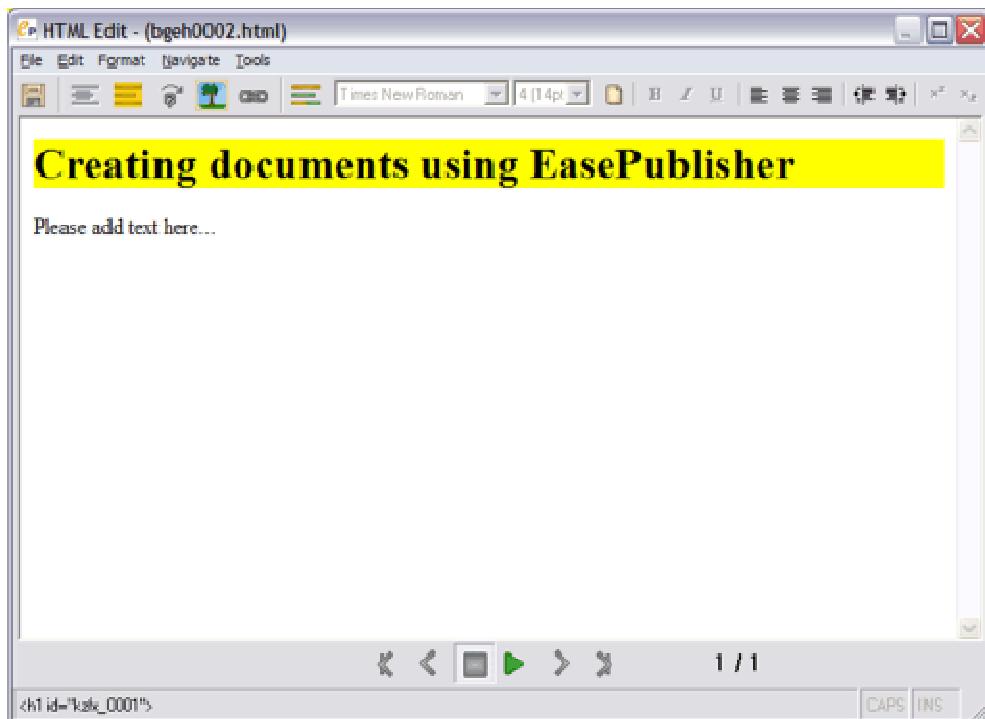
1. Create a "Simple Project".



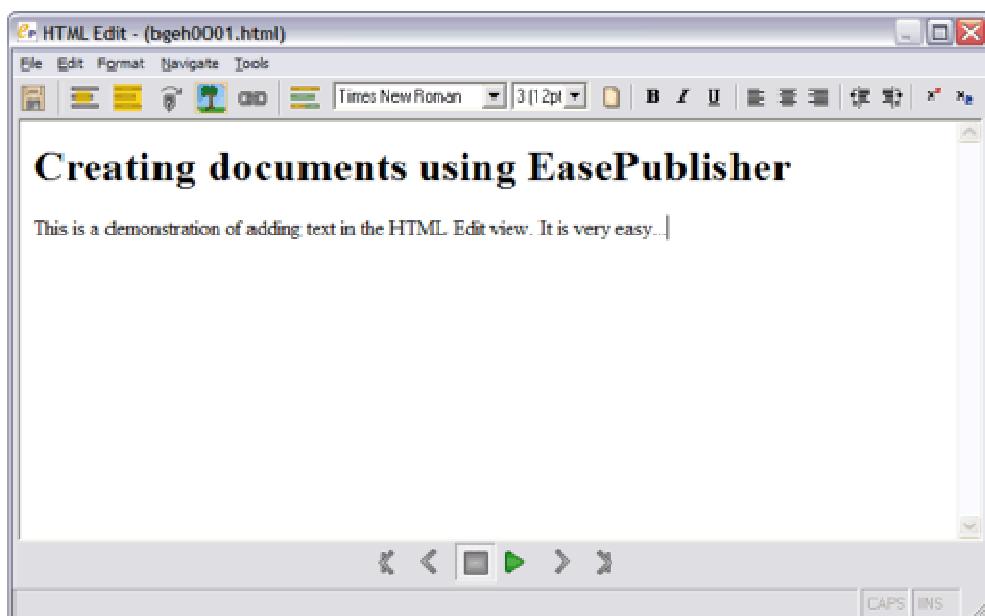
2. Switch to the **HTML Editor** <F6>. You will be informed that a source document needs to be generated. Click "OK" to continue.



3. A new document will be generated and you will then switch to the **HTML Editor** <F6>. By default, EasePublisher will generate the heading and will also generate a text template - "**Please add text here...**". This text can be deleted by highlighting it and pressing <Delete> on the keyboard or **Edit>Delete** from the top menu.

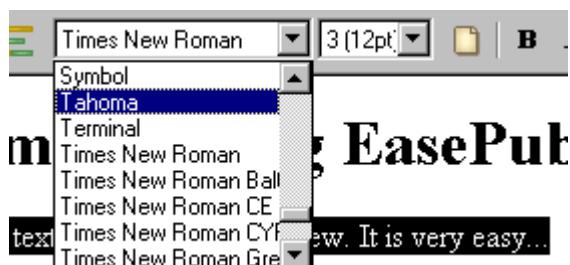


4. The **HTML Editor** works in a very similar way to most word processors. To begin creating your document, press <Enter> if you need to create a new paragraph and begin entering your text.



5. The document can be formatted in many ways from the drop down lists and buttons on the upper toolbar. Typically used functions include:

Different font styles and sizes can be applied:



Paragraph positioning can be altered:



Paragraphs can be indented:



Text can be made subscript or superscript:



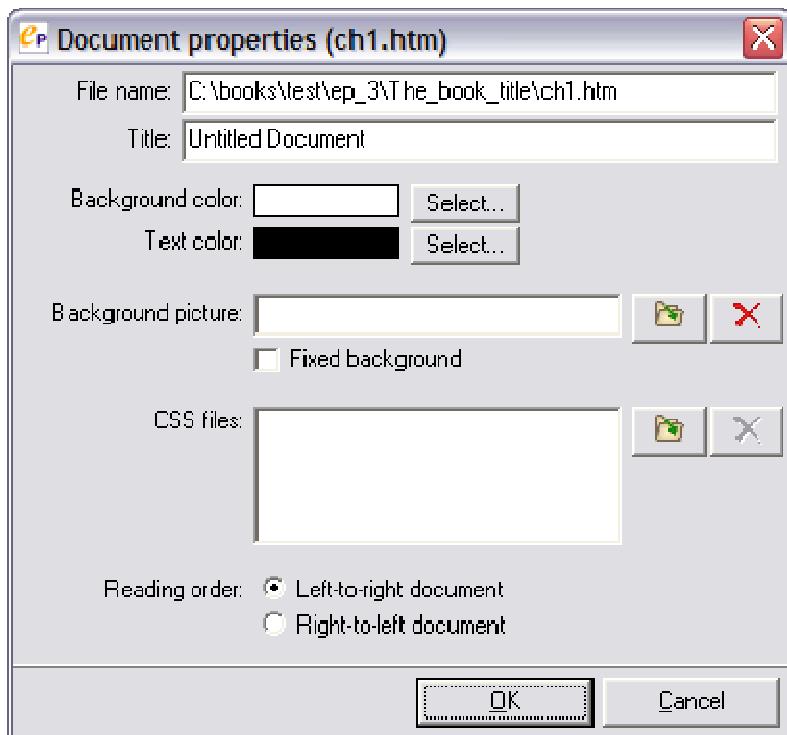
Images can be inserted:



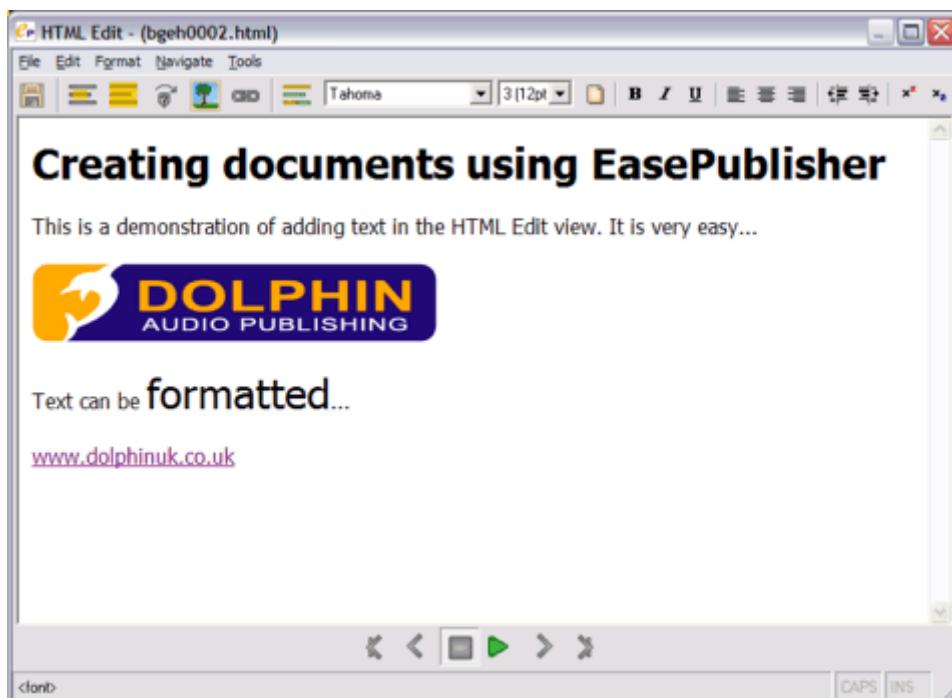
Hyperlinks to email addresses, web pages and other files can be created:



Colour schemes can be specified:

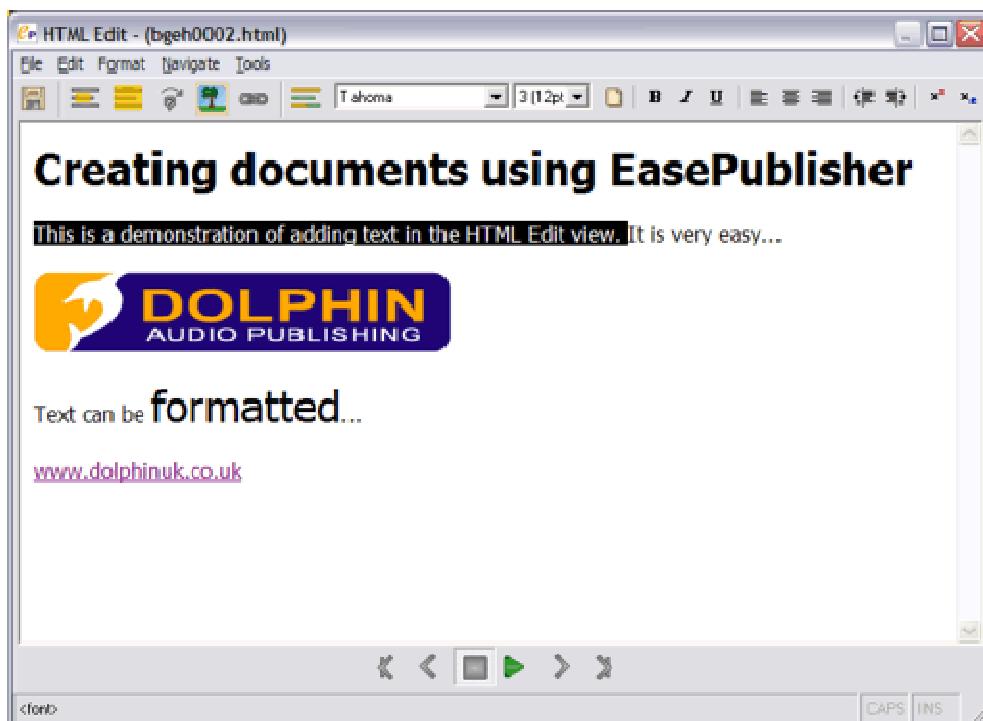


Examples of formatting...

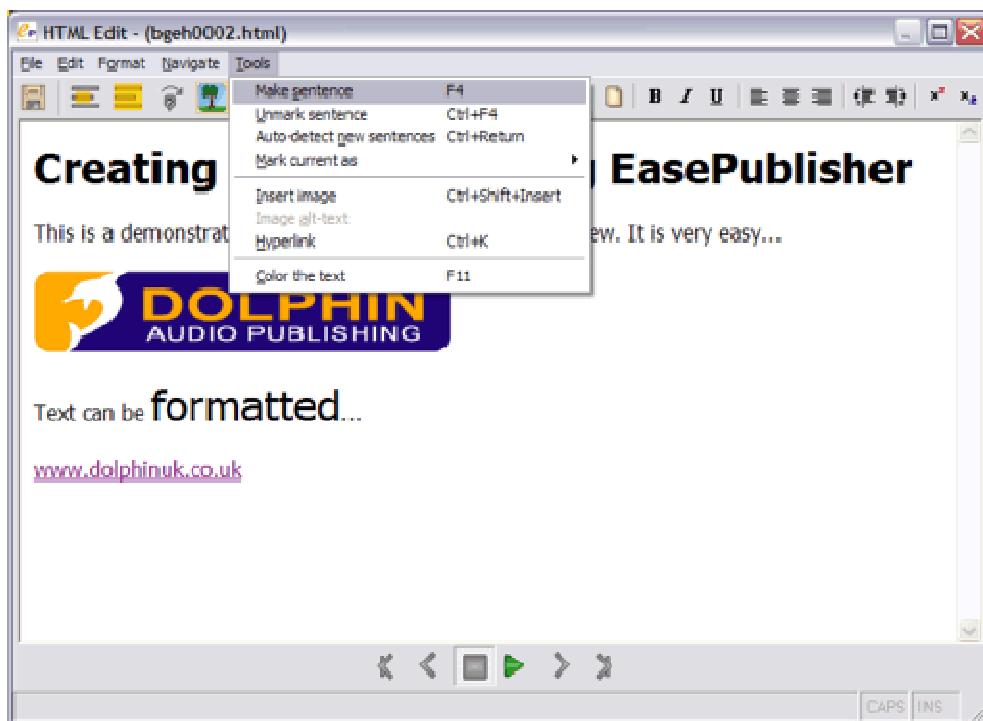


6. Once the text has been entered and formatted to the users satisfaction, the text needs to be marked up to allow navigation and synchronisation with audio. To automatically markup the entire

document based on the default markup settings, select "**Auto-detect sentences**" <CTRL + Enter> from the top menu.

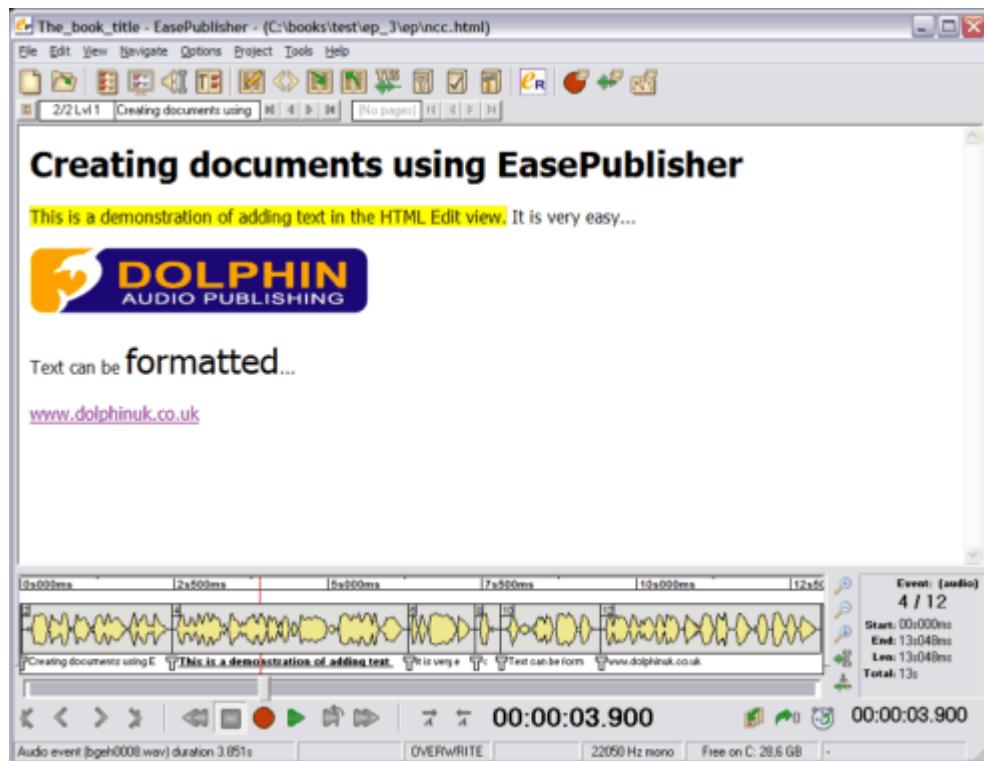


Alternatively manually select each individual group of text to mark up and select "**Make sentence of selection**" <F4> for each text event until you have marked up the entire document.



7. When the document has been created and marked up, exit the **HTML Editor** and save the changes when asked.

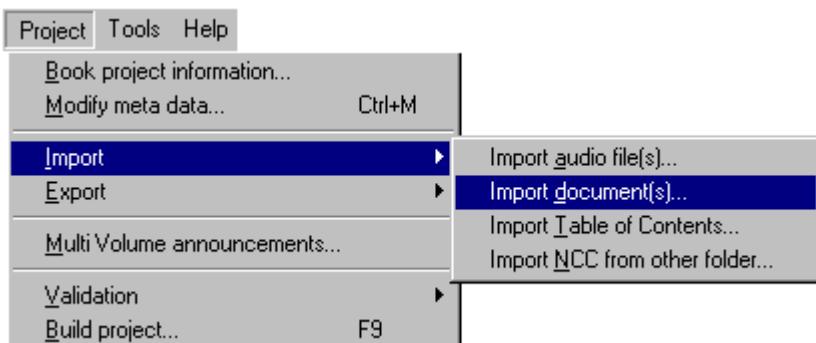
8. The text will then be ready to have audio added to it.



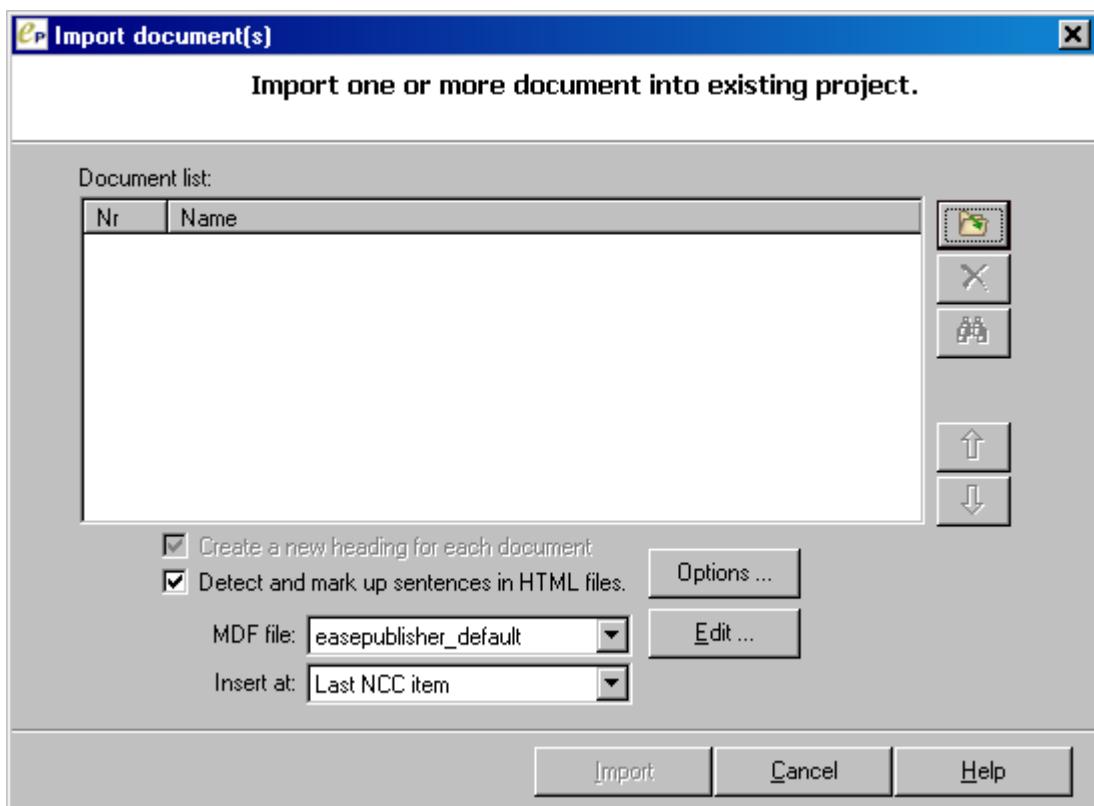
## Importing documents into a project

It is possible to import .html or .txt documents directly into an existing project.

1. With a project open, select **Project>Import>Import document(s)** from the top toolbar.



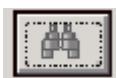
2. Next you will be asked to select the document(s) that you would like to use to create your DAISY project.



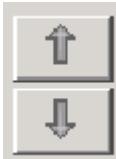
Click on the "**Add one or more files to the list**" icon and select the file(s) that you wish to use in your production.



If you need to remove a file, click on the "**Remove the selected file from the list**" icon.



If you need to view the selected file, click on the "**View the selected file in a dedicated viewer**" icon.

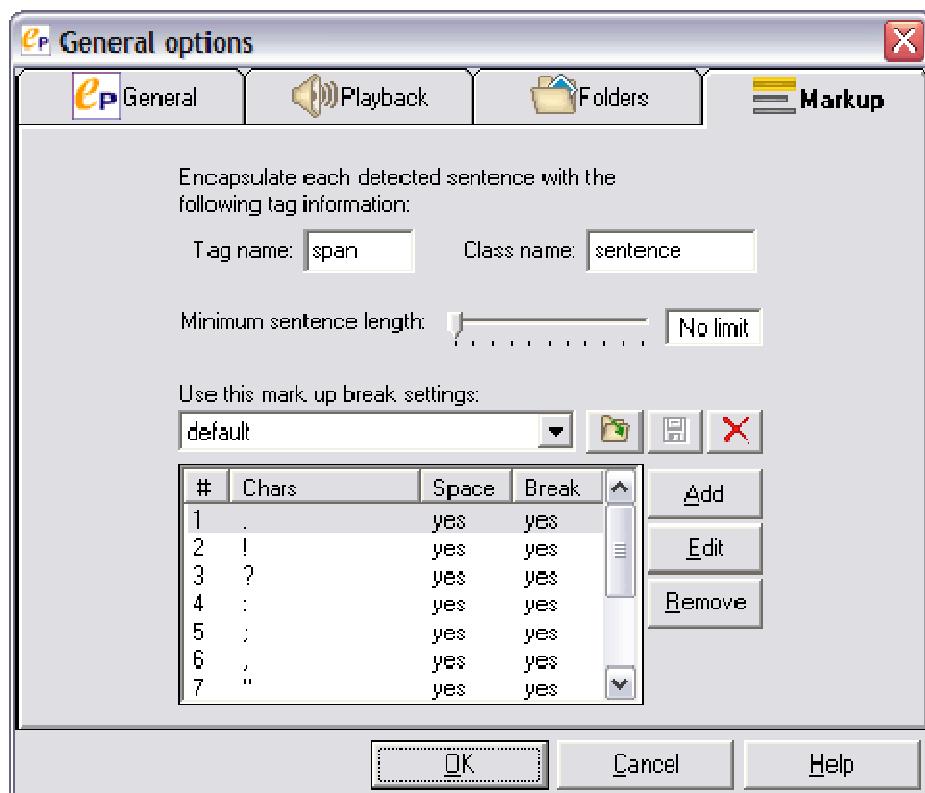


The order that the documents are presented in the list is the order that the documents will appear in the project. To alter the order, click on the "**Move the selected file up the list**" button to move the file up or "**Move the selected file down the list**" to move the file down. When you have done this, click "**Next**".

3. EasePublisher will automatically mark-up the text in the document with logical breaks (Such as new sentences etc.) To enable this, ensure that the tick box is selected next to "**Detect and markup sentences in HTML files**".

**Please note! TXT files will always be marked up as this is part of the TXT to HTML conversion process.**

If you would like to specify if EasePublisher uses the default settings for splitting text events or you want to determine the settings for yourself, click on "Options" and select the "Markup" tab and alter the "**Markup Detection Settings**".



Mark-up of a document is based on certain pre-defined criteria (e.g. full stops and commas). This setting determines these characters and saves them as a "**Mark-up Detection Setting**" or an "**MDS**".

By default, EasePublisher provides the user with a choice of three markup templates called "**default**", "**default(no comma)**" and "**word markup**". The criteria for each of these MDS settings is displayed in the window beneath the currently selected MDS.

It is possible to create your own list of characters and then save those as a new MDS using either the "**Add**", "**Edit**" or "**Remove**" buttons in the dialog.

To add a new setting, press the ADD button and the "**Add new characters**" dialog will be shown.



In there, you type in the character(s) you wish to detect. For example, if you want to detect a character followed by a empty space, you simply type in the character in the "**Search for:**" text box and tick the check box called "**space character**". You may also want to detect the character(s) in combination with carriage return (**CR**), line feed (**LF**) or the null (**NULL**) characters. If this is the case, the "**break character**" check box must also be selected.

Example 1) You want to detect the period sign followed by a space, CR, LF or a NULL character. In this case, you type in the "." character in the text box and tick both check boxes.

Example 2) You want to detect the period sign only. In this case, you type in the character "." in the text box and leave both check boxes unchecked.

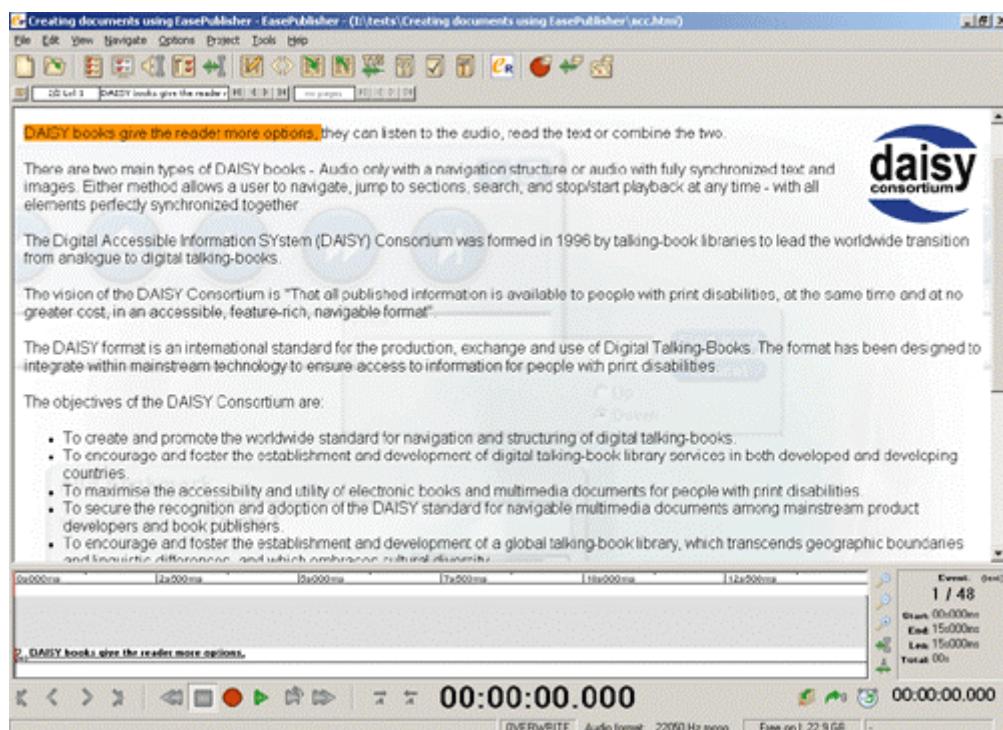
Example 3) You want to detect the name "**Dolphin**". In this case, you type in the characters "**Dolphin**" in the text box and leave both check boxes unchecked.

Example 4) You want to detect words only. In this case, you type in the character " " in the text box and leave both check boxes unchecked.

Note: You can fine-tune your mark-up in EasePublisher later on by manually splitting and joining text events in the **HTML Editor** if the auto-mark-up does not achieve the desired results. Select "**OK**" when you have chosen your setting.

4. The next step is to decide where to import the text in the project. Choose from "**First NCC item**", "**Current NCC position**" or "**last NCC item**".

5. To finalise press "**Import**". You will now see the document imported into the project and displayed in the main screen.

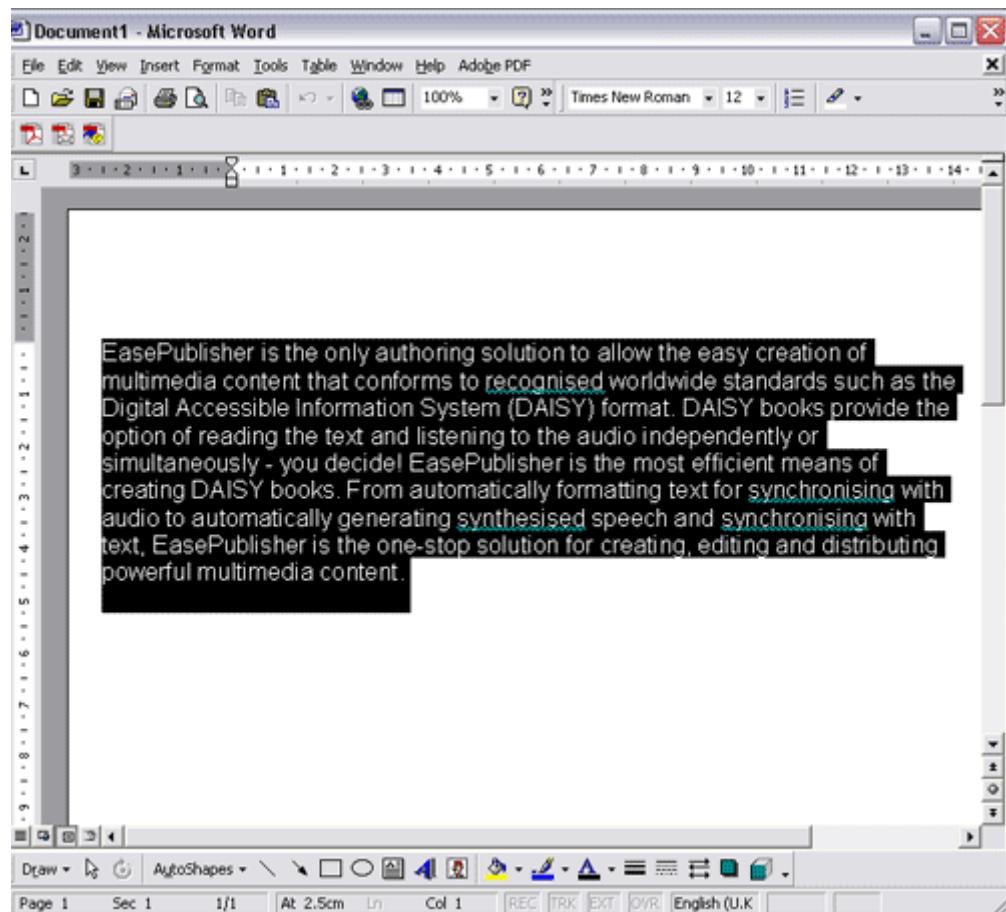


Text can be added by importing or by entering directly into the **HTML Editor** <F6>. Further structure can be added (New headings etc.) using the "**Table of Contents**" view.

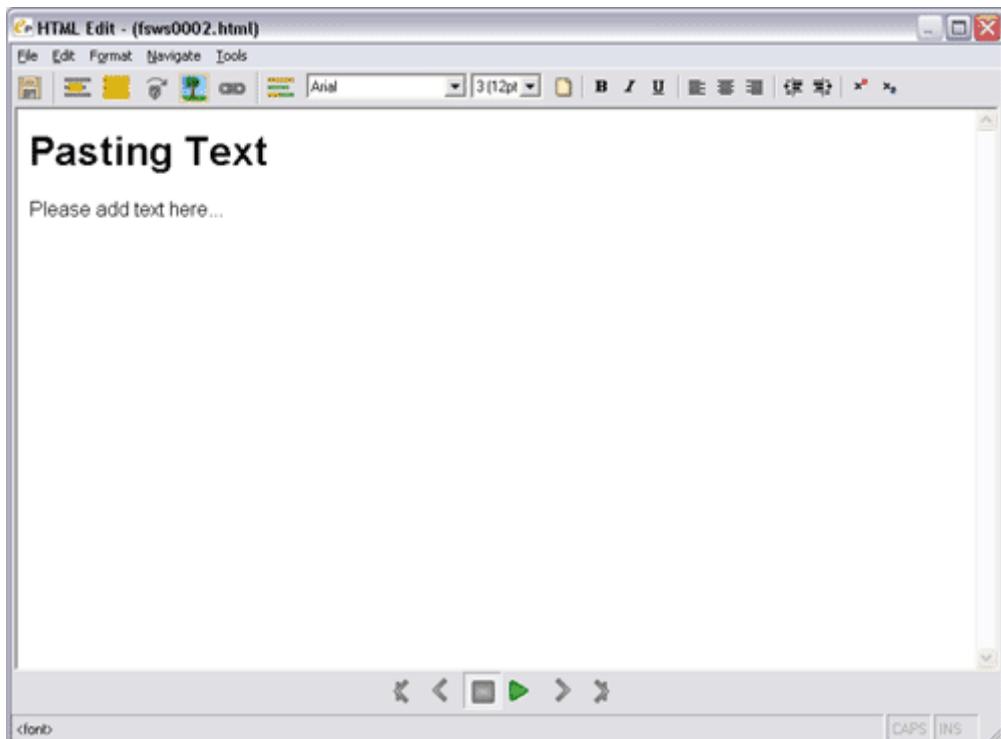
## Pasting text into a document

It is possible to paste text directly into the **HTML Editor** in the following way:

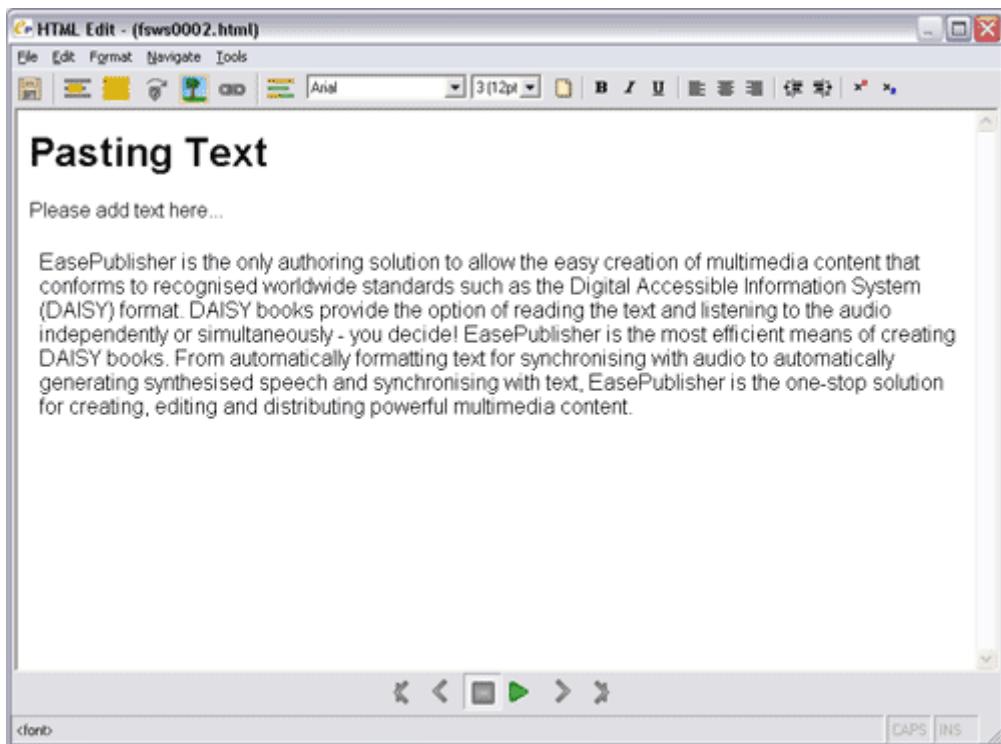
- 1 Open the application and the document that you wish to copy and paste the text from. For example, MS Word. Highlight the text that you want to copy and paste into EasePublisher and press <CTRL + C> to copy it.



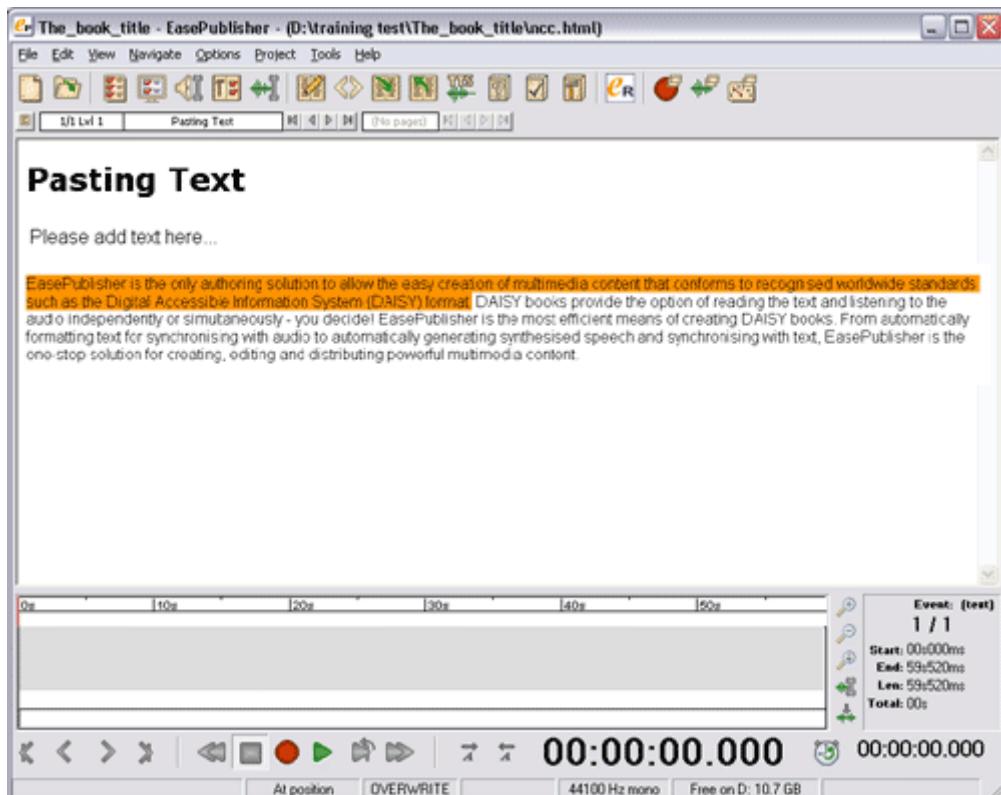
2 In EasePublisher, switch to the **HTML Editor** <F6>.



3. Press <Enter> to create a new paragraph in the **HTML Editor** at the point where you want to insert the text and press <CTRL + V> to paste the text into that position.



4. Pressing the "**Auto-detect sentences**" button from the upper toolbar will markup the document. Exit the **HTML Editor** and save the changes when asked.
5. The project will then be ready to have audio added to it.

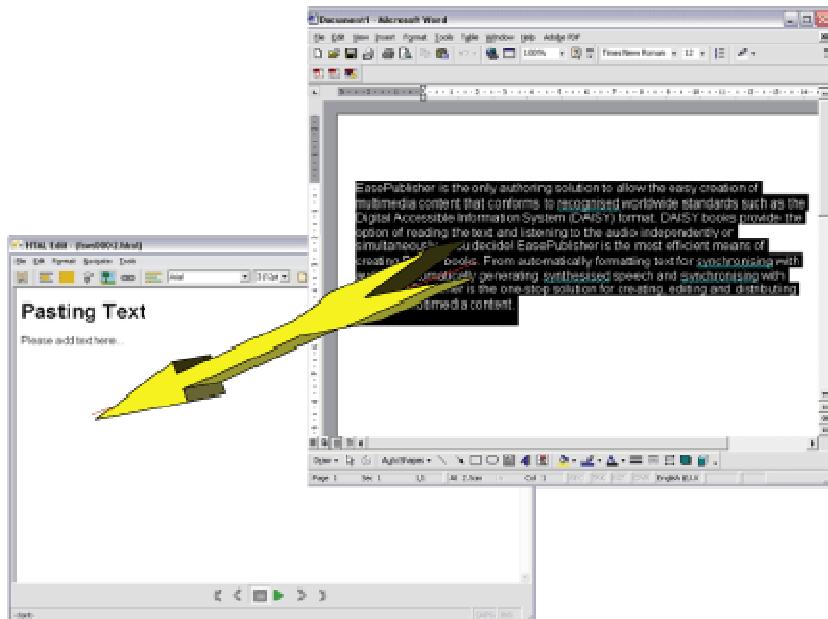


### "Drag & Drop" text from another application

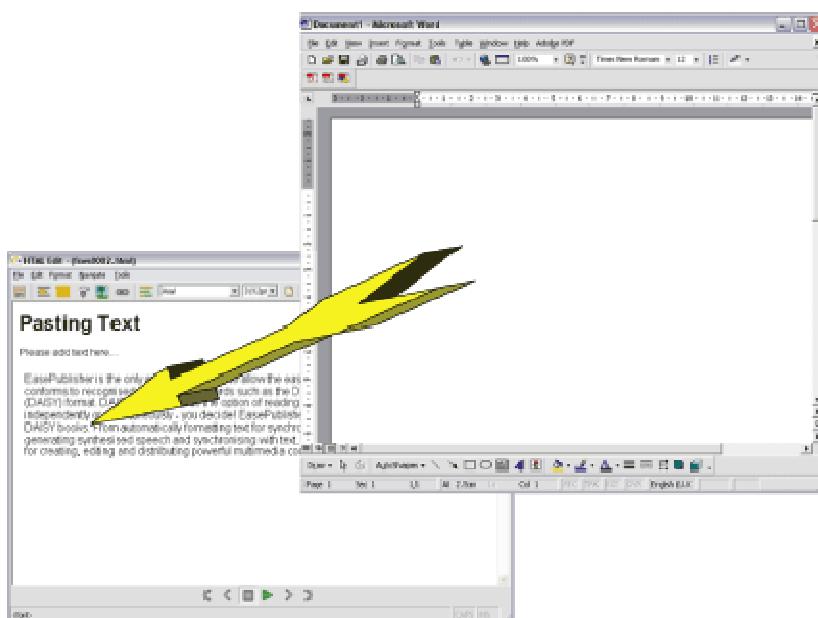
You can "**Drag and Drop**" text directly into the **HTML Editor** in the following way:

1. Open the application and the document that you wish to copy and paste the text from. For example, MS Word.
2. Switch to the **HTML Editor** <F6> in EasePublisher.

3. Arrange EasePublisher and the application that you are going to **"Drag and Drop"** from, so that you can see both applications on your desktop.

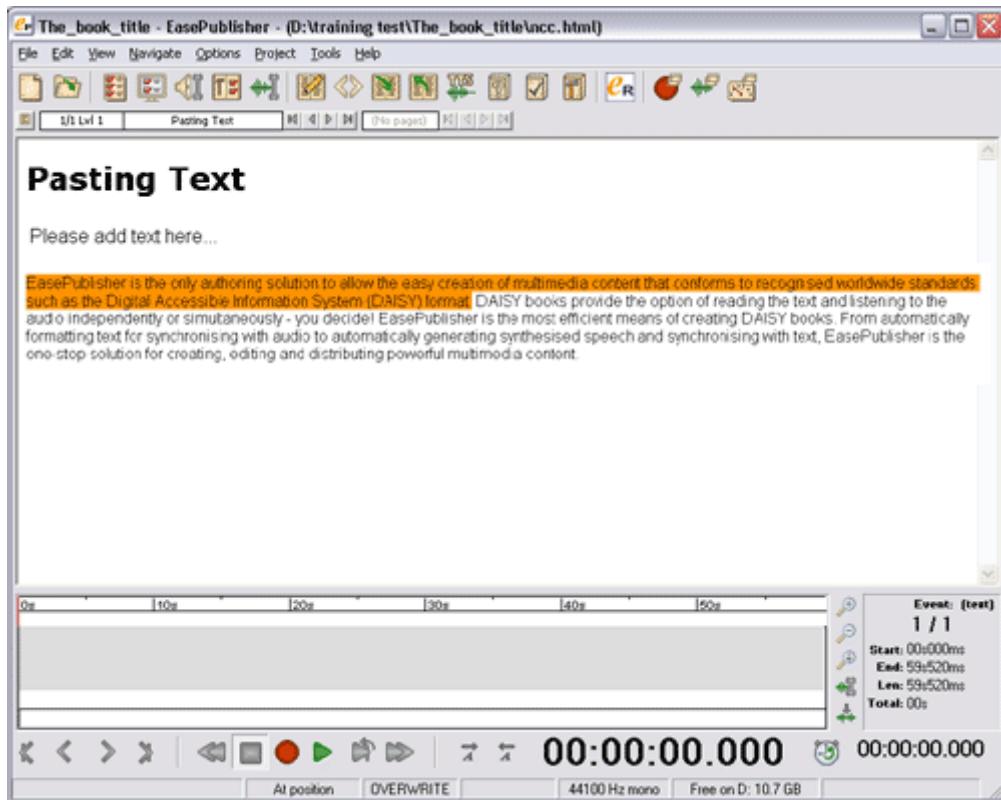


4. Hold down the left mouse button and highlight the text that you want to copy over. Without releasing the mouse button, drag the selected text over into the **HTML Editor** of EasePublisher.



5. To automatically markup the text, press the "**Auto-detect sentences**" button from the upper toolbar. Exit the **HTML Editor** and save the changes when asked.

6. The project will then be ready to have audio added to it.



### "Drag & Drop" and paste problems

When you "Drag & Drop" or paste text from an external application, there is a risk that the source text contains invalid characters, HTML code or any other invalid formatting. EasePublisher will make sure that all documents are saved as valid XHTML documents and will try to convert any dropped/pasted text to valid XHTML.

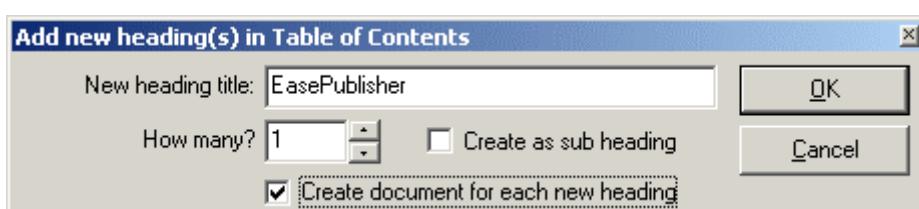
When the message box below is displayed, this means that EasePublisher has detected some invalid code in the dropped/pasted text. To be able to continue to work with the added text, EasePublisher needs to remove that invalid code. This may result in that some text formatting may be lost.



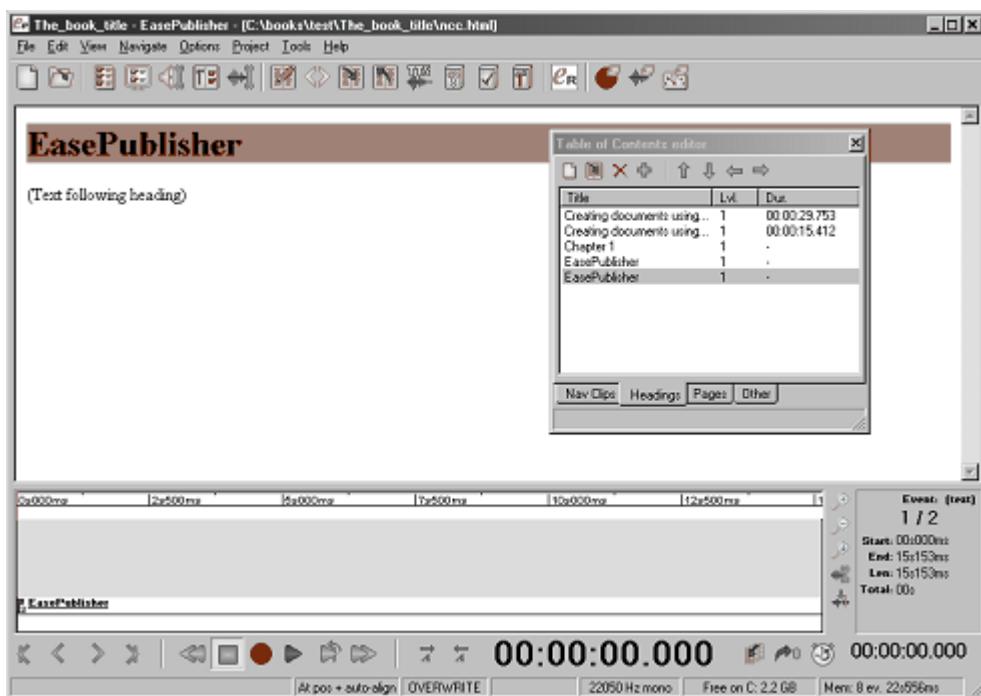
How can you avoid this in the future? The main reason for this to happen is that the external application does not convert the text to valid XHTML when the drag & drop or paste is made. To avoid this, we recommend you to use a tool that have the ability to drop or paste valid XHTML code. Or, use a tool that converts your documents to valid XHTML and then create the content from those converted documents.

## Creating a new heading as a new document

1. Select **Edit>Create new heading(s) in Table of Contents** from the top menu or press <CTRL + Shift + N>.
2. This will launch the "**Add new heading(s) in Table of Contents**" dialog. Enter a name for the new heading in the input field "**New heading title**".



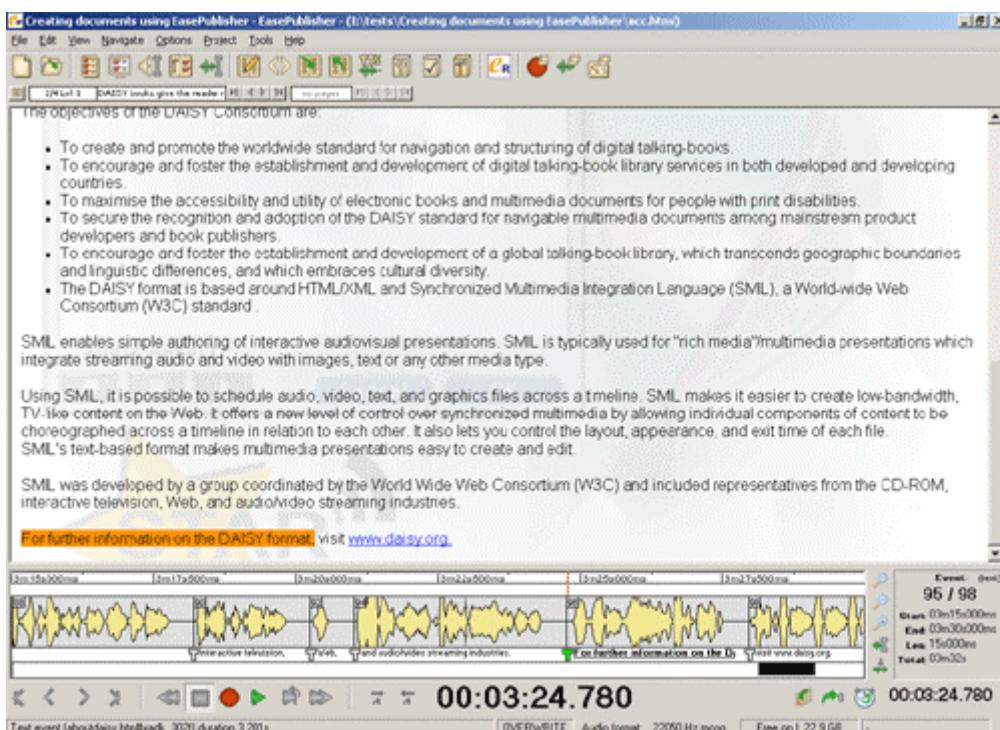
3. Next, the user can choose how many additional headings to add. Entering an amount in the input field specifies how many headings to add.
4. Selecting the check box "**Create as sub heading**" will insert the new heading at one level less than the preceding heading.
5. The final checkbox specifies if a new document is to be created for each of the new headings. Select the checkbox to do this. Selecting "**OK**" will then insert the new heading into the project.



## Creating a new heading within an existing document

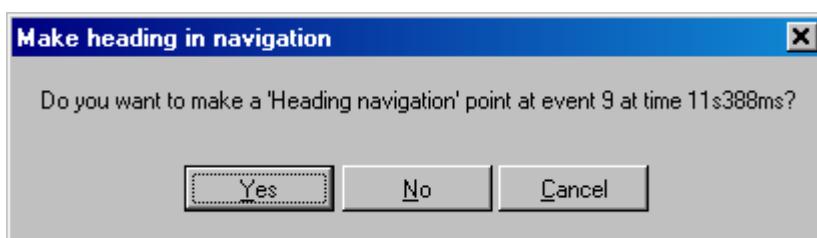
It is possible to create a new heading within an existing document in the following way.

1. Navigate to the event in the document where you want to create a new heading.

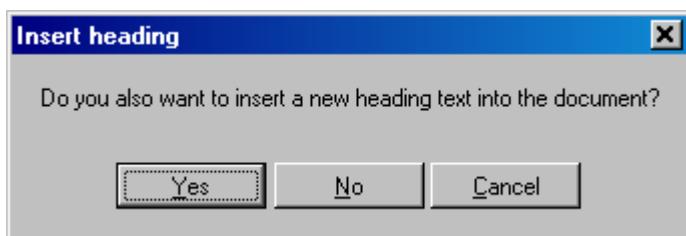


2. Select **Edit>Make current as 'Heading Navigation' point** from the top menu or press <CTRL + Shift + S>.

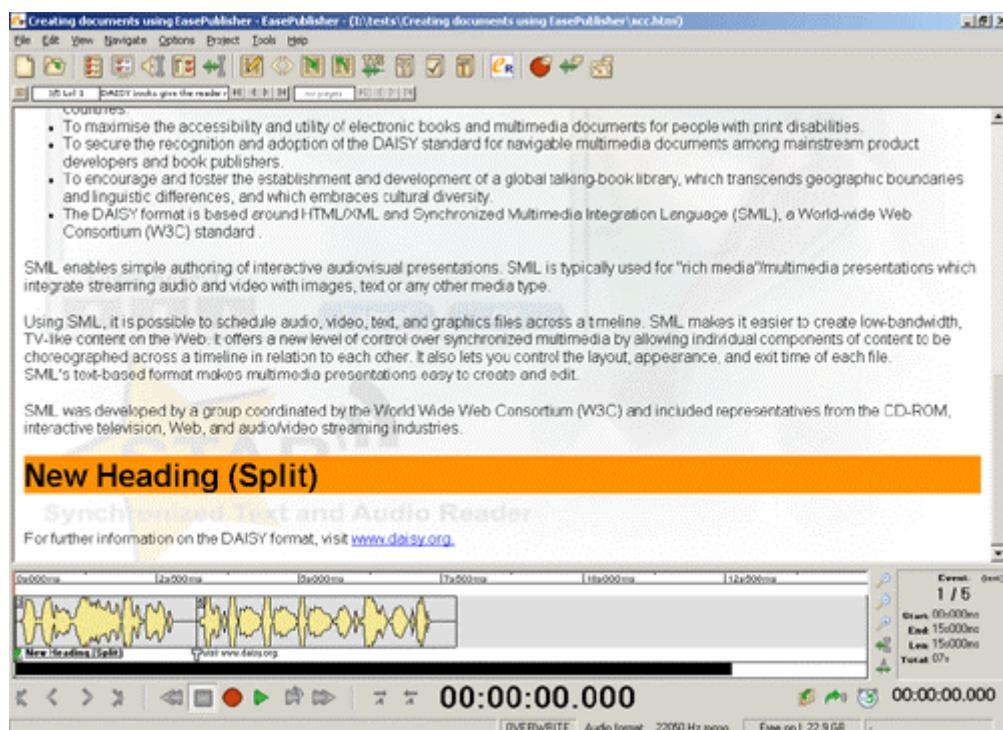
3. Next, you will be asked to confirm that you want to make a 'Heading navigation' point at this position. Select "**Yes**".



4. You will then be asked if you want to insert a new heading into the document. Select "**Yes**" to do this or "**No**" to just split the SMIL and create a heading point but without adding a new heading title .



5. The heading will then be inserted. The heading can be renamed by pressing the key <F2>, or by renaming it using the **HTML Editor**.



#### 6.4.2 Text events

##### Adding a new text event

1. To add a new text event you must be in the **HTML Editor** <F6>.
2. If you want to add a new paragraph, select the end of the preceding text event and press <ENTER> to create a new paragraph. If you want to add a new text event within an existing paragraph, just select the position where the text will be added in the paragraph.
3. Enter the new text.
4. To markup text, either select "**Auto-detect sentences**" <CTRL + Return> from the top menu or select the text to mark up and select "**Make sentence of the selection**" <F4>.
5. Exit the **HTML Editor** and save the changes when asked.

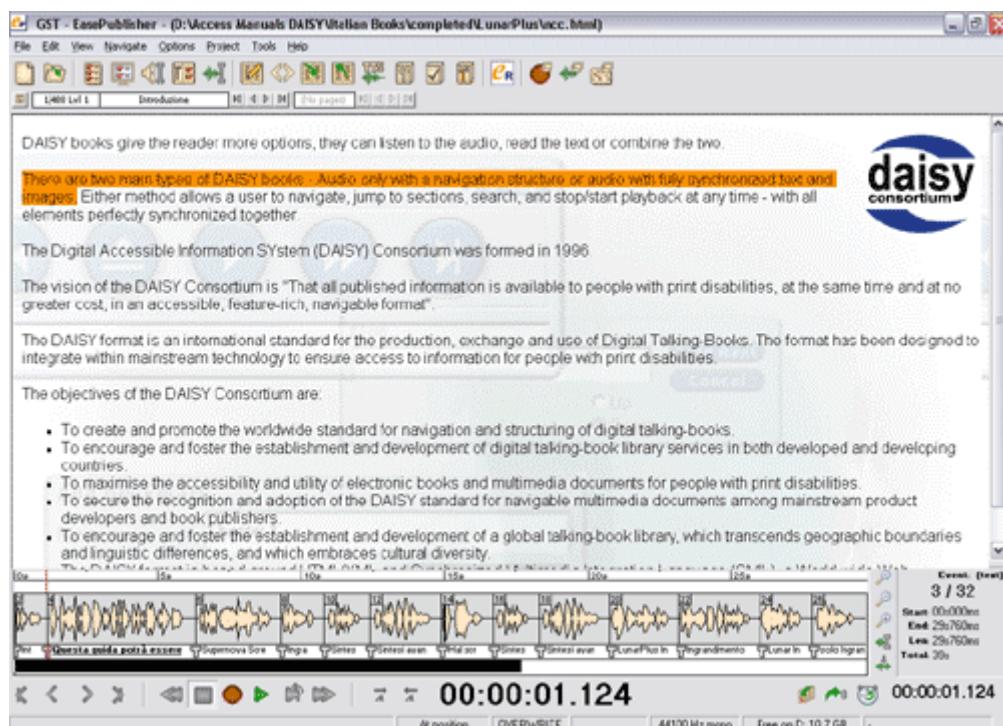
6. The text will then be ready to have audio added to it.

## Adding or editing text within an existing text event

1. To add or edit text in an existing text event you must be in the **HTML Editor** <F6>.
2. Select the text event that you want to edit and select within it where you wish to add or edit the text.
3. Edit the text as you would with any word processor.
4. Exit the **HTML Editor** and save the changes when asked.
5. The text will then be ready to have audio added to it.

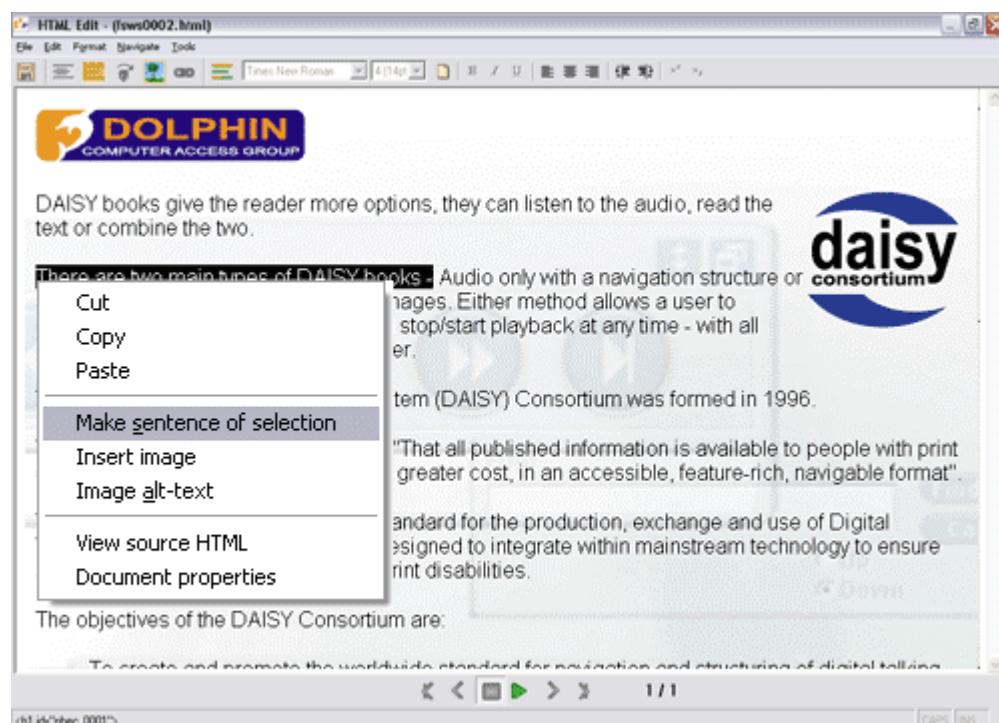
## Splitting text events

In the screenshot below, the text event that is currently highlighted needs to be split into two separate events:

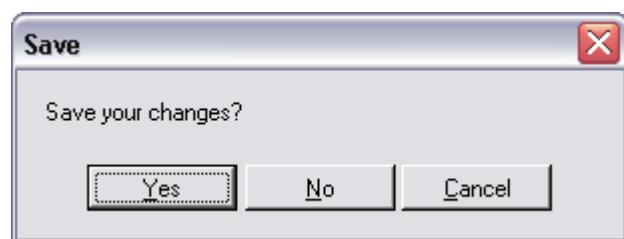


1. Switch to the **HTML Editor** <F6>.

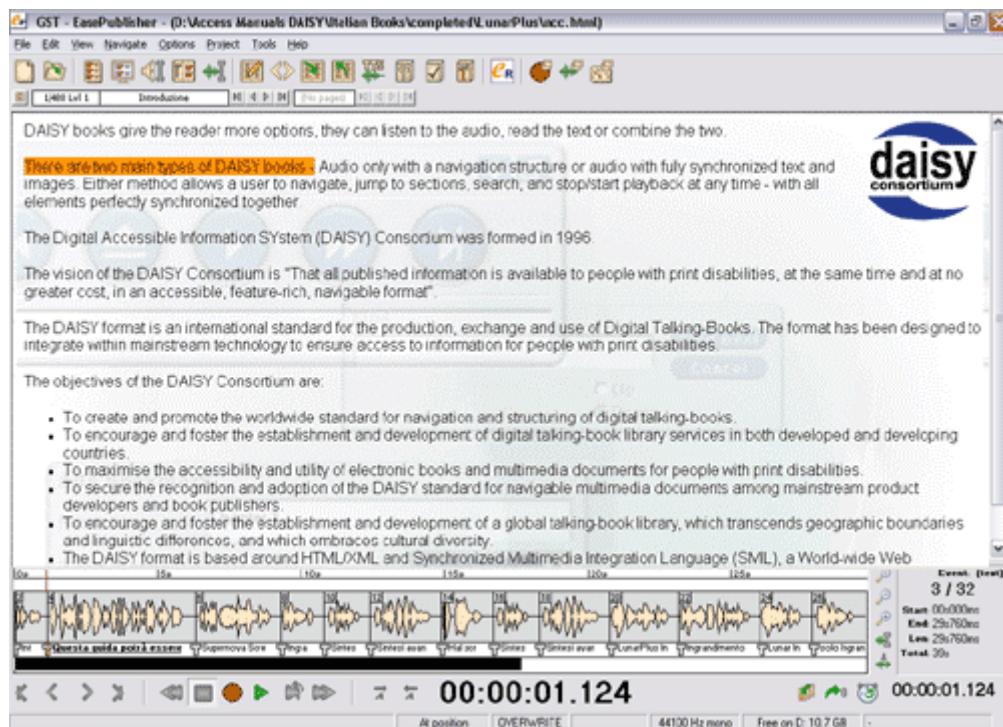
2. Highlight the part of the event that you want to make one separate event and select “**Make sentence of selection**” or press <F4> on the keyboard or right click on the mouse and select “**Make sentence of selection**” from the menu that appears.



3. Exit the **HTML Editor** and save your changes when asked.



4. The main screen will now display the revised project with the original one text event now split into two separate events:

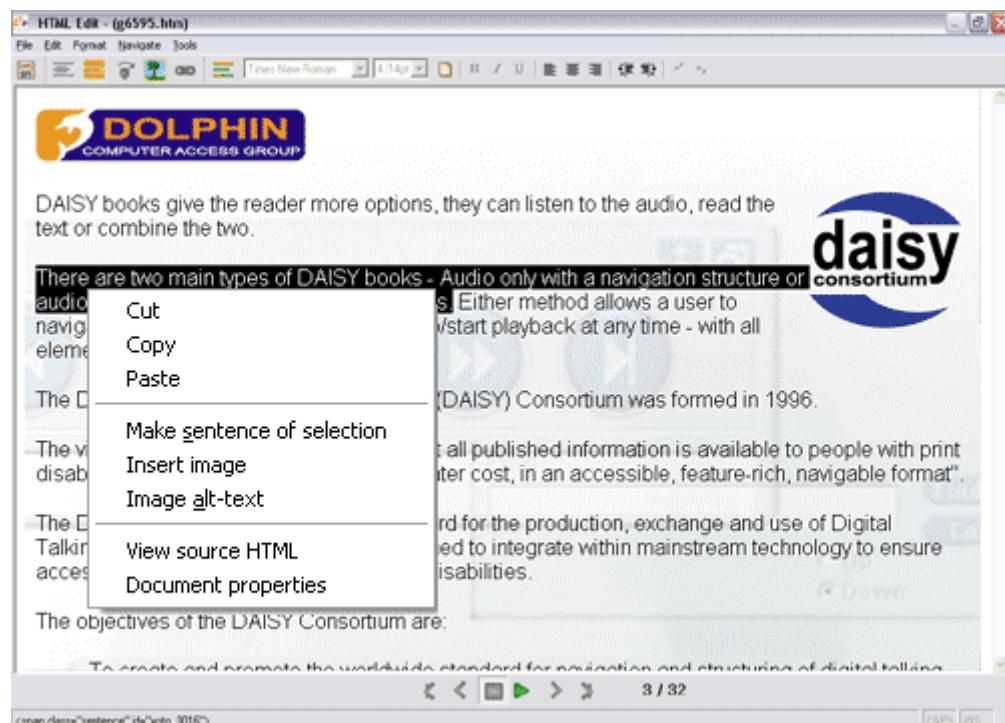


## Joining text events

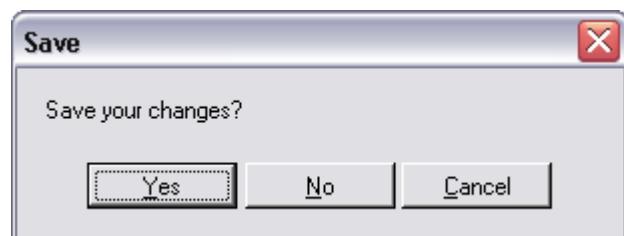
To join two or more separate text events into just one single event, take the following steps:

1. Switch to the **HTML Editor <F6>**.

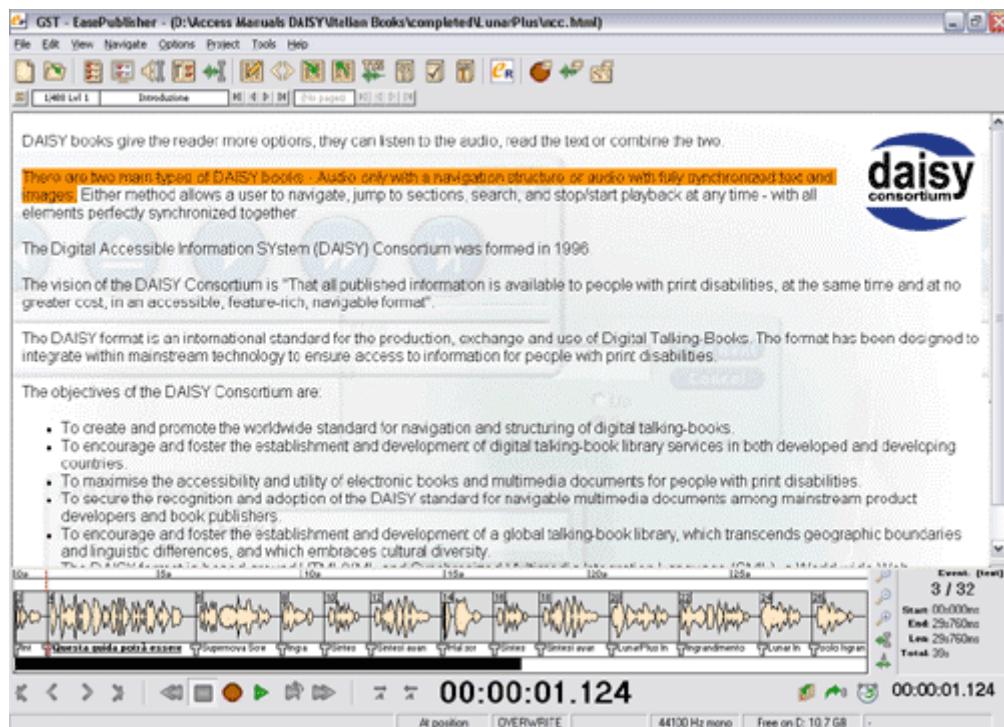
2. Highlight the text events that you want to join into one single event and select “**Make sentence of selection**”, or press <F4> on the keyboard or right click on the mouse and select “**Make sentence of selection**” from the menu that appears:



3. Exit the **HTML Editor** and save your changes when asked.



4. The main screen will now display the revised project with the original separate text events now joined into one single event:



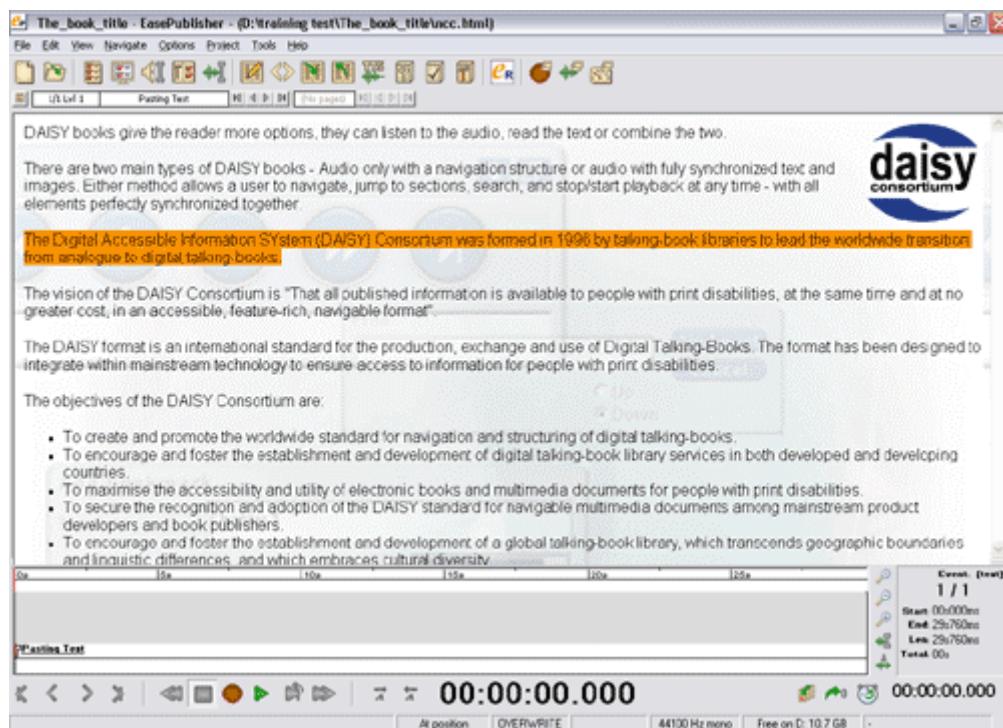
## Deleting text within a text event

Sometimes, there may be a need to remove some text that lies within a text event.

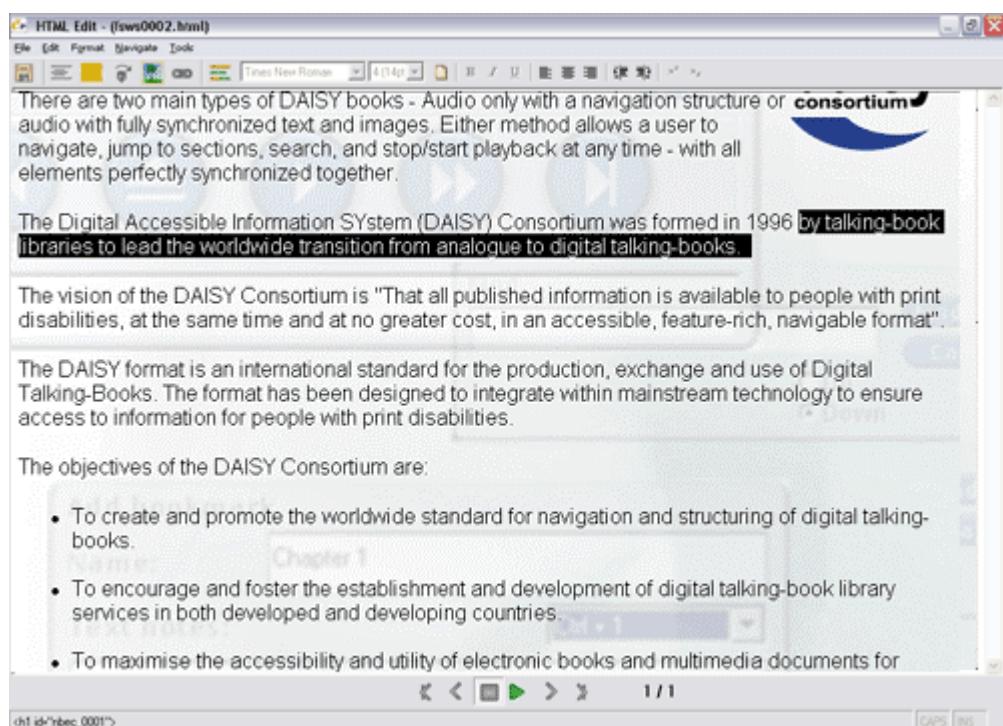
Lets take the highlighted text event in the project in the screen below:

**"The Digital Accessible Information SYstem (DAISY) Consortium was formed in 1996 by talking-book libraries to lead the worldwide transition from analogue to digital talking-books."**

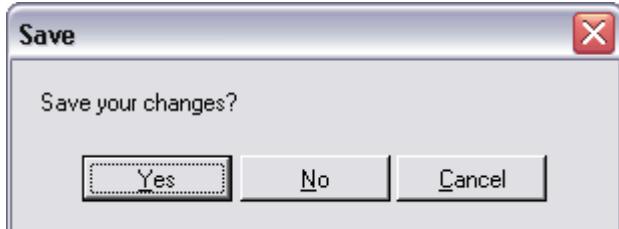
We are going to delete "by talking-book libraries to lead the worldwide transition from analogue to digital talking-books" from this text event.



1. Switch to the **HTML Editor <F6>**.
2. Highlight / select the text that you want to delete:



3. Press <Delete> on the keyboard or **Edit>Delete** from the top menu.
  4. Exit the **HTML Editor** and save your changes when asked.

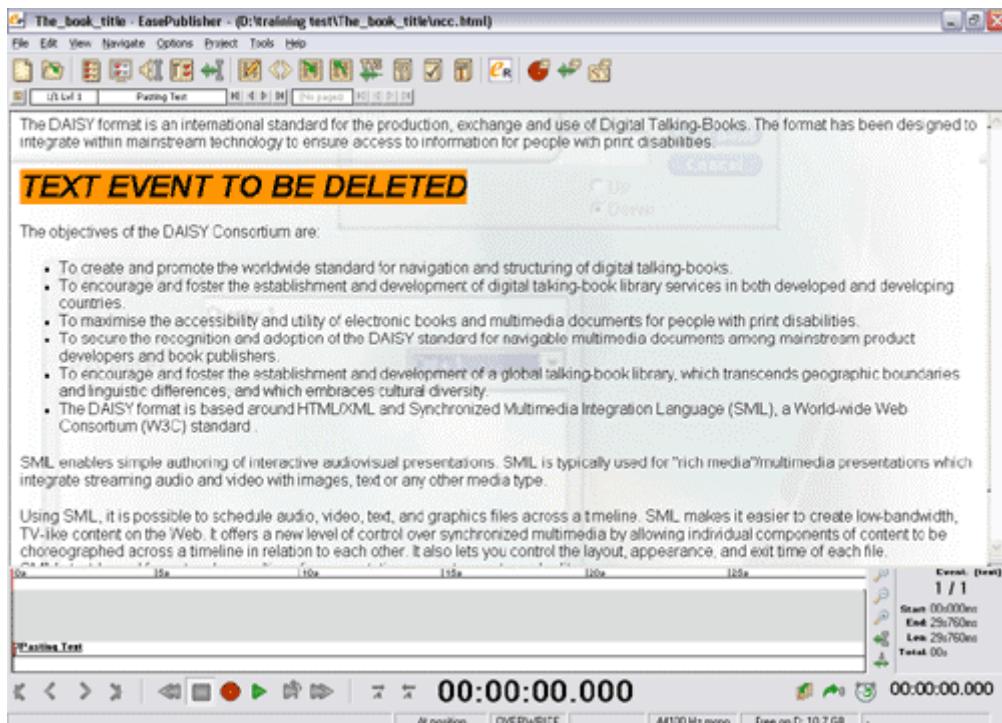


5. The main screen will now display the revised document.

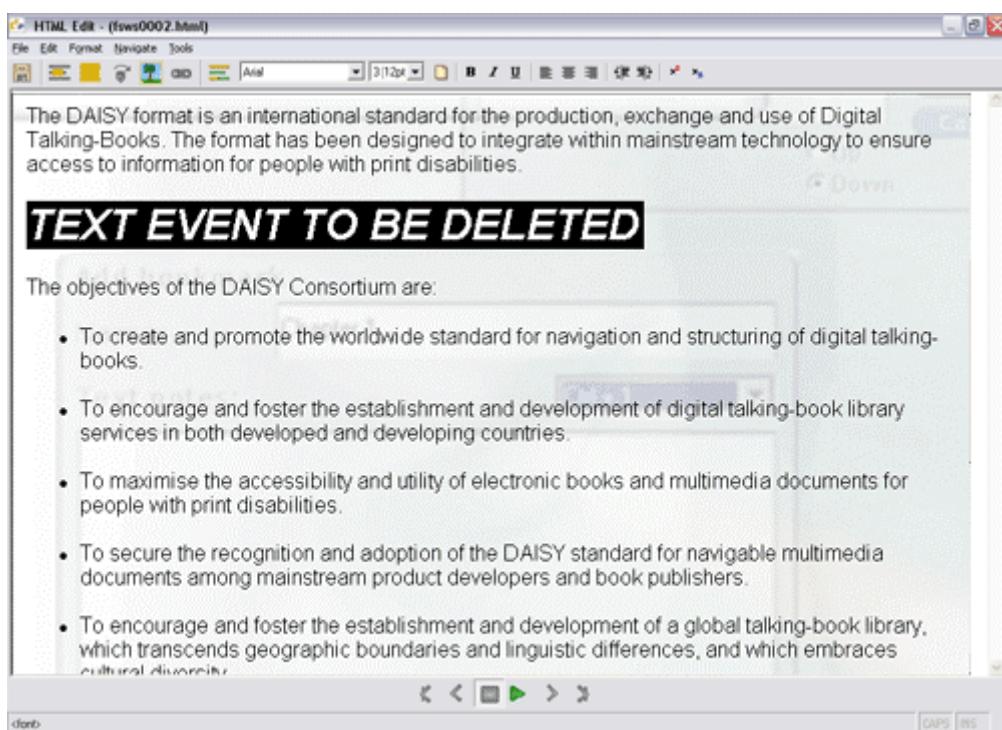
A screenshot of the EasePublisher software interface. The title bar reads "The\_book\_title - EasePublisher - (D:\training test\The\_book\_title\acc.html)". The menu bar includes File, Edit, View, Navigate, Options, Project, Tools, Help. The toolbar contains icons for file operations like Open, Save, Print, and various publishing tools. A status bar at the bottom shows playback information: "At position 00:00:00.000", "OVERWRITE", "44100 Hz stereo", "Free on D: 10.7 GB", and a timestamp "00:00:00.000". The main content area displays text about DAISY books and their history, with a blue "daisy consortium" logo on the right. A yellow box highlights the formation year of 1996. The text discusses the vision of the DAISY Consortium and its objectives, including creating a worldwide standard for digital talking-books and encouraging adoption among mainstream product developers.

## Deleting entire text events with no synchronised audio:

### 1. Switch to the HTML Editor <F6>.

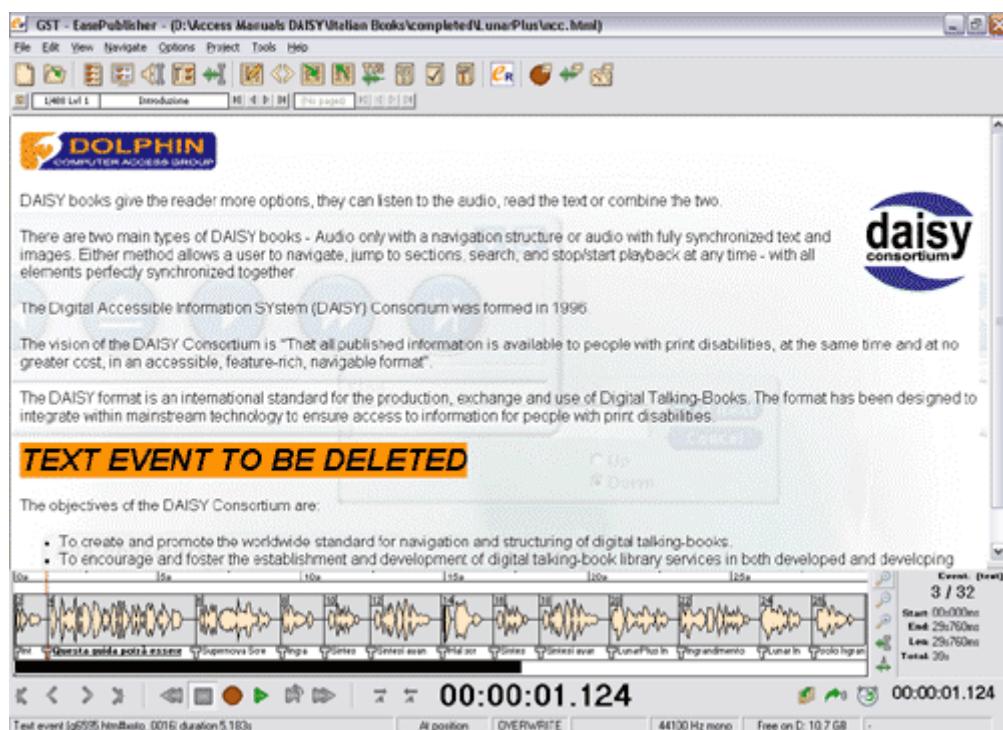


### 2. Highlight / select the text event that you want to delete:

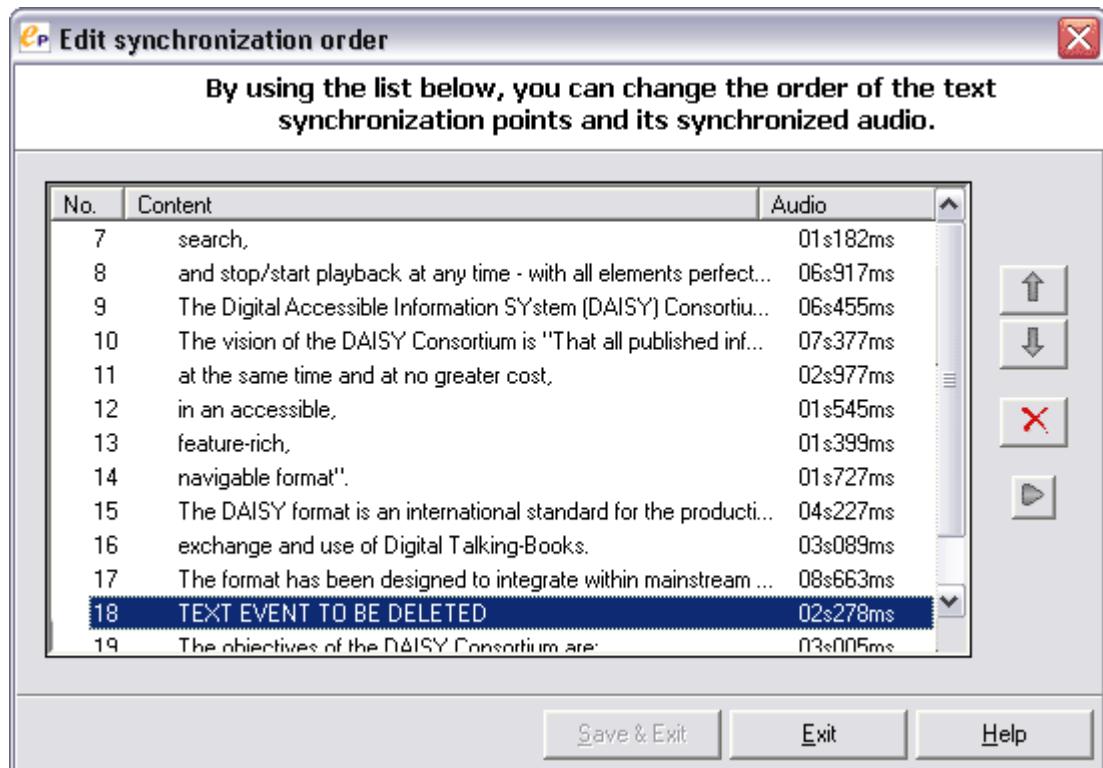


3. Press <Delete> on the keyboard or **Edit>Delete** from the top menu:
4. Exit the **HTML Editor** and save your changes when asked.
5. The main screen will now display the revised document.

## **Deleting entire text events which are synchronised with audio**



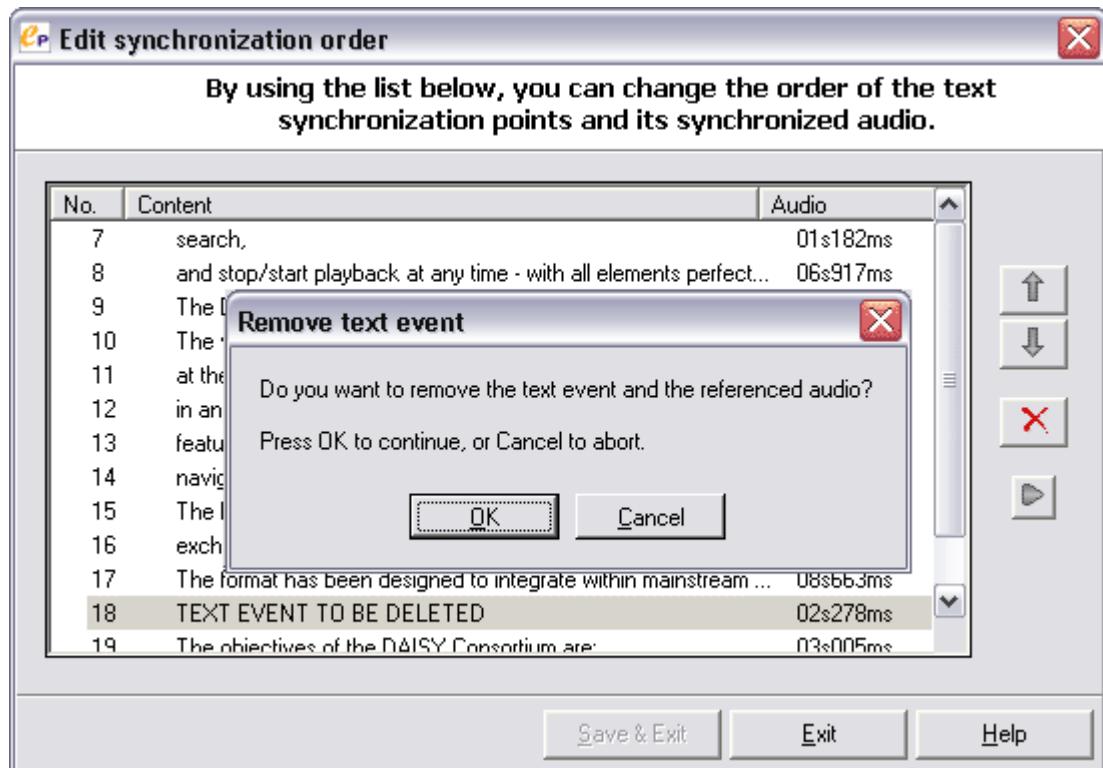
1. The first step is to remove the text event and the corresponding audio event from the project's SMIL. Select **Edit>Synchronization order** from the top menu.



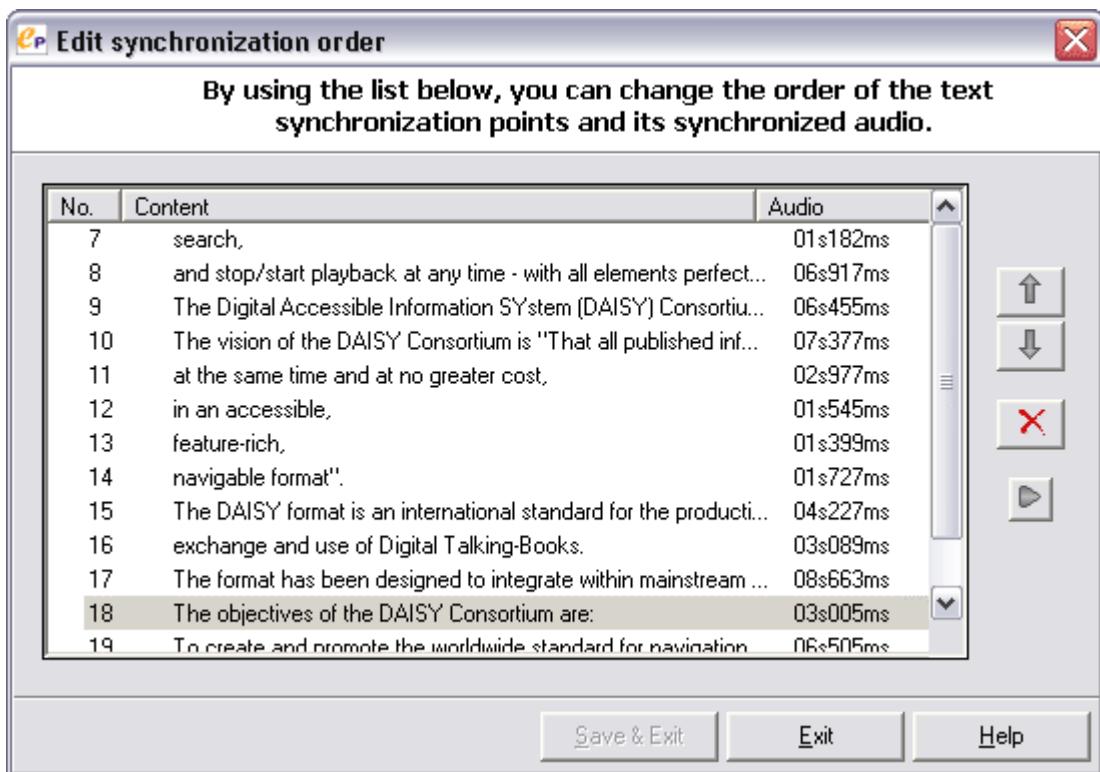
2. From the list, select the text event that you want to delete and then select "**Remove text event and synchronized audio**" button:



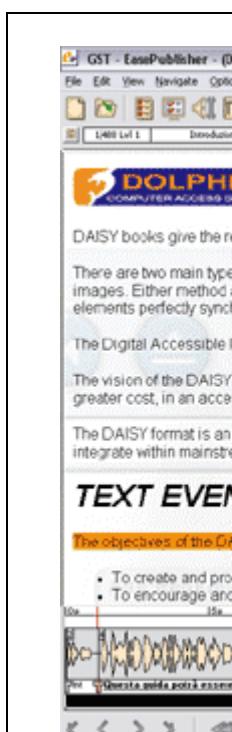
3. You will then be asked if you want to remove the selected text event together with the referenced audio. Press "**OK**" to delete or "**Cancel**" to abort.



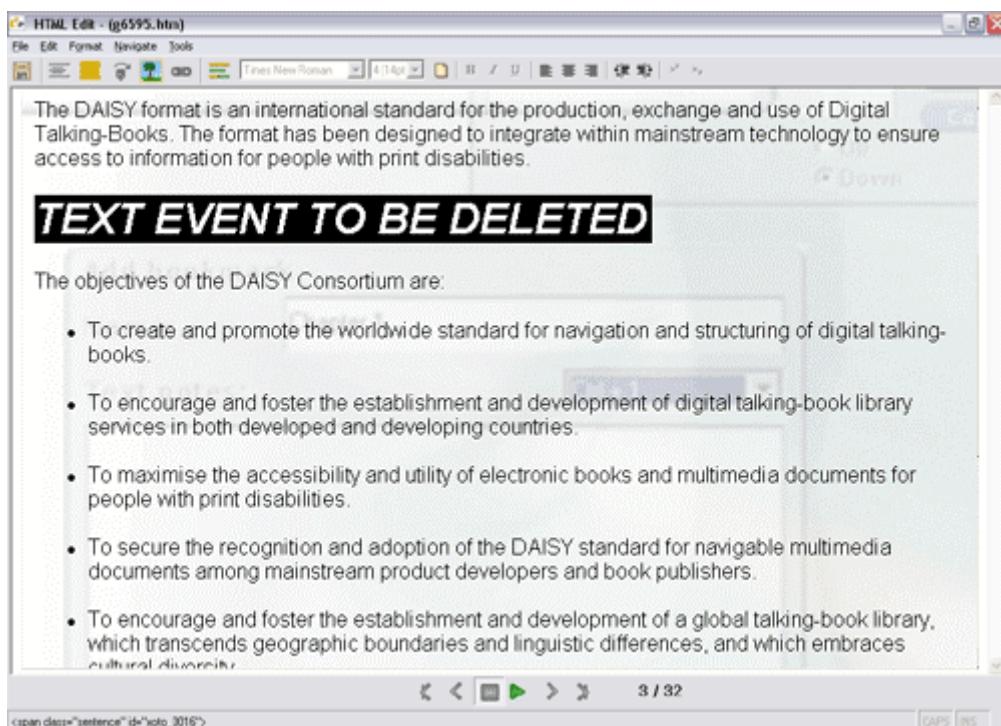
4. The text and the audio events will now have been removed from the list. Select "**Save & Exit**" to return to the main screen.



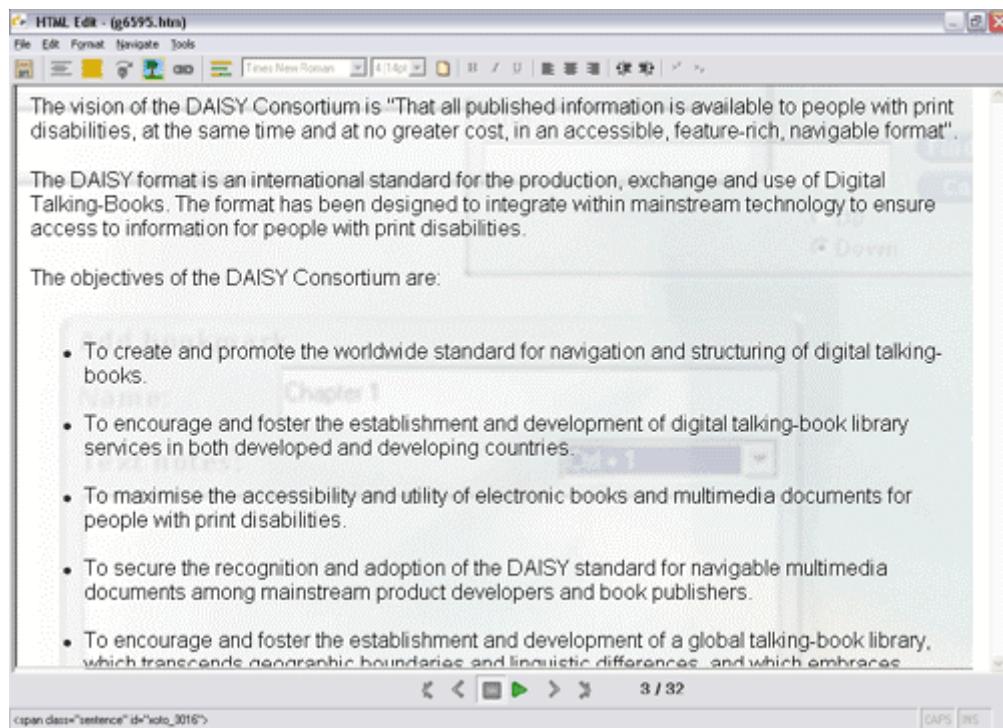
5. The text event and the audio event is now removed from the SMIL and no longer appears in the waveform view at the bottom of the screen. However, you will notice that the XHTML document has not had the text removed and so it still appears in the document (However, it is not highlighted and is skipped during playback). To remove the text, switch to the **HTML Editor** <F6>.



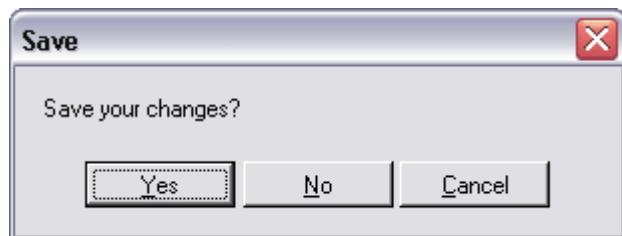
## 6. Highlight / select the text that you want to delete from the document:



7. Press <Delete> on the keyboard or **Edit>Delete** from the top menu:



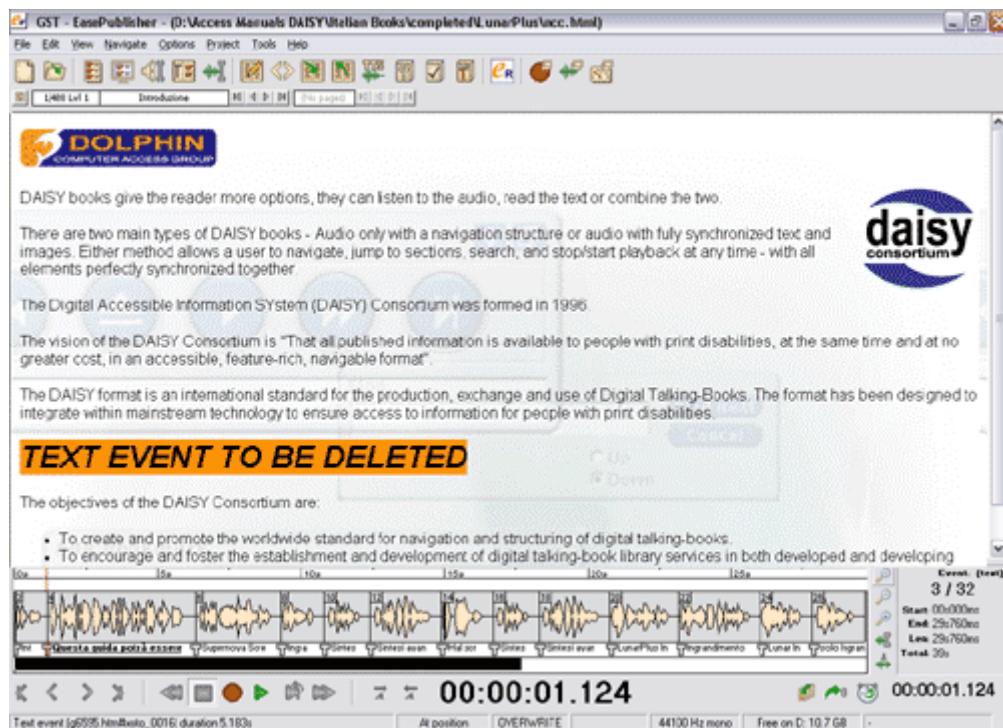
8. Exit the **HTML Editor** and save your changes when asked.



9. The main screen will now display the revised document.

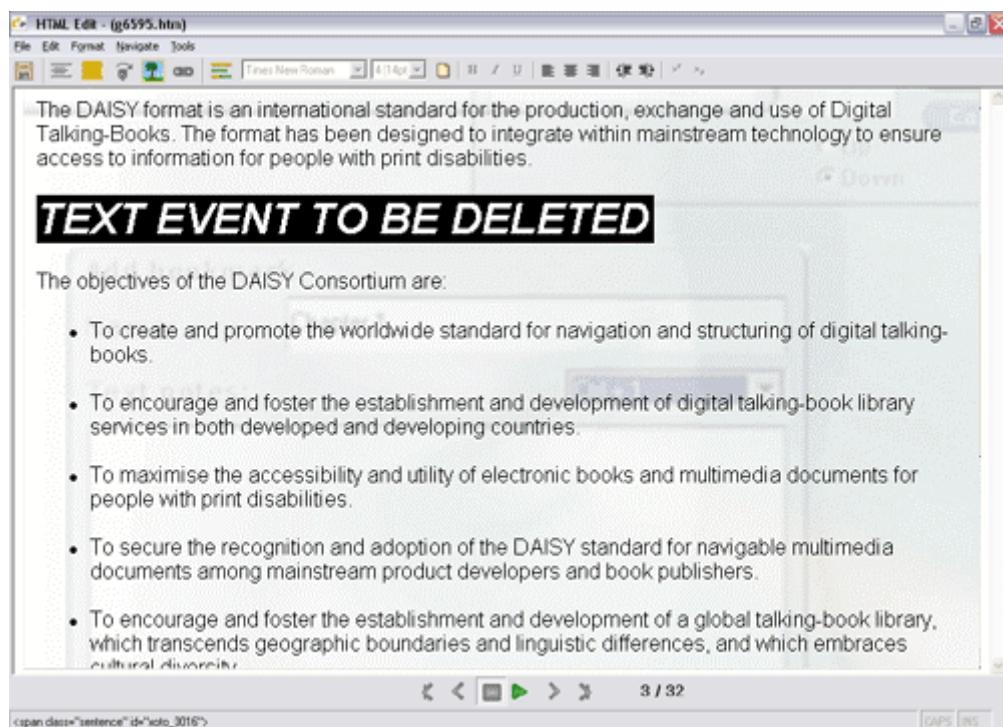
## Deleting entire text events without deleting the synchronised audio

If you want to delete a text event that is synchronised with an audio event but you do not want to delete the audio event from the project, follow these steps:

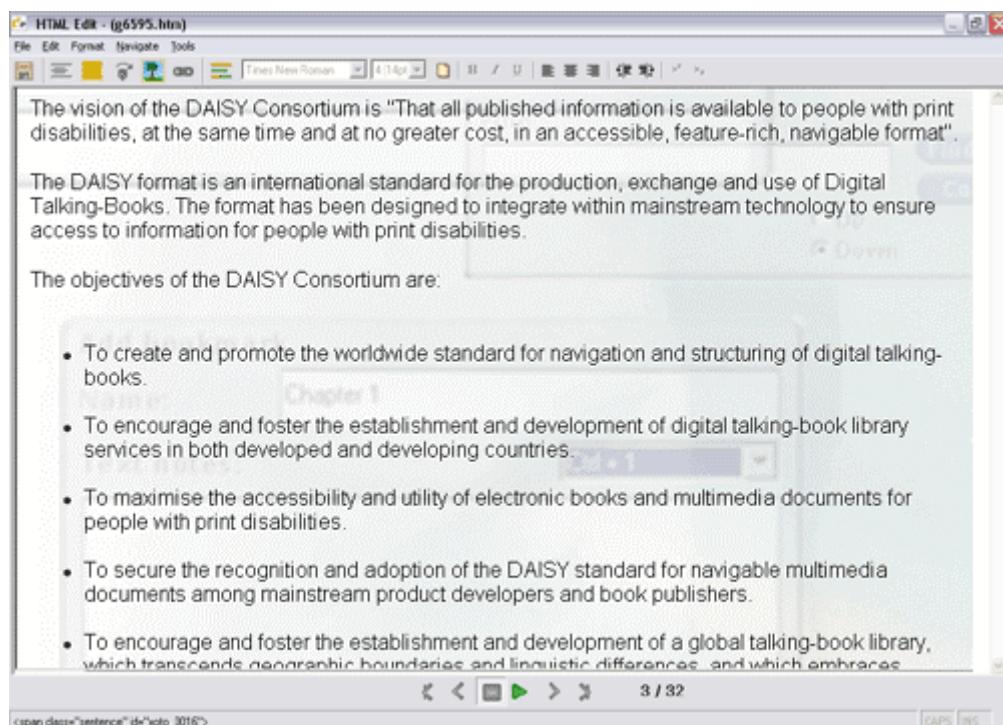


1. To remove the text event, switch to the **HTML Editor <F6>**.

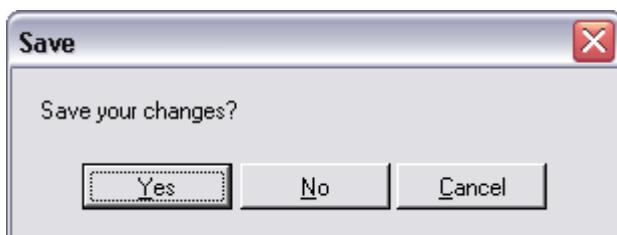
2. Highlight the text that you want to delete:



3. Press <Delete> on the keyboard or **Edit>Delete** from the top menu:



4. Exit the **HTML Editor** and save your changes when asked.



5. The main screen will now display the revised document.

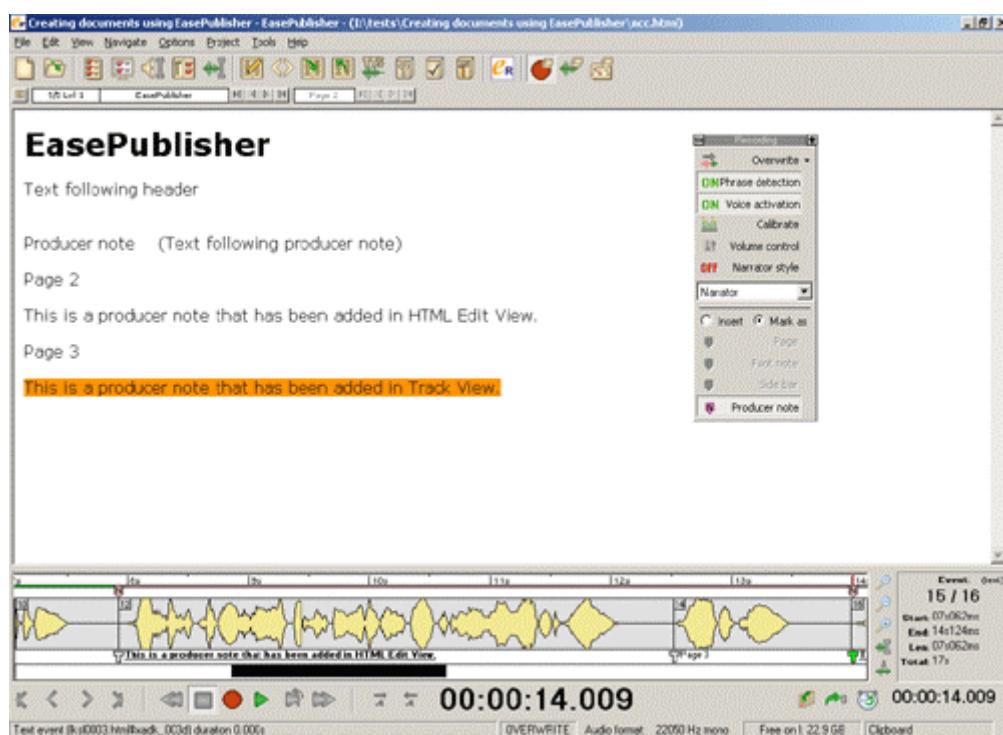
#### 6.4.3 Skippable content

##### Pages

Pages in a DAISY book are used to mirror those of a traditional print version and offer additional navigation to a DAISY book.

##### Inserting a page in the main screen

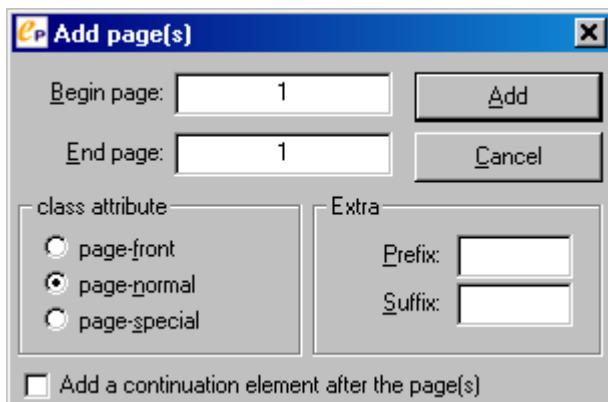
1. Select the position where you wish to insert a page - The text event that you want to precede the new page.



2. Select "**Show/hide Recording rollup**" from the upper toolbar.



3. Ensure that the radio button "**Insert**" is selected and then select "**Page**".



4. The "**Add page(s)**" dialog will now appear. Here the user specifies the page number and also the type of page from a choice of three different types:

- "**page-front**": Pages at the front of the book before the page numbering sequence for the body of the book begins.
- "**page-normal**": Pages that have a normal scheme that starts at 1 and continues to the back matter or to the end of the book.
- "**page-special**": Pages that are not front matter and do not follow a traditional sequential numbering system, or, that are separate and apart from the sequential numbering system used throughout the book.

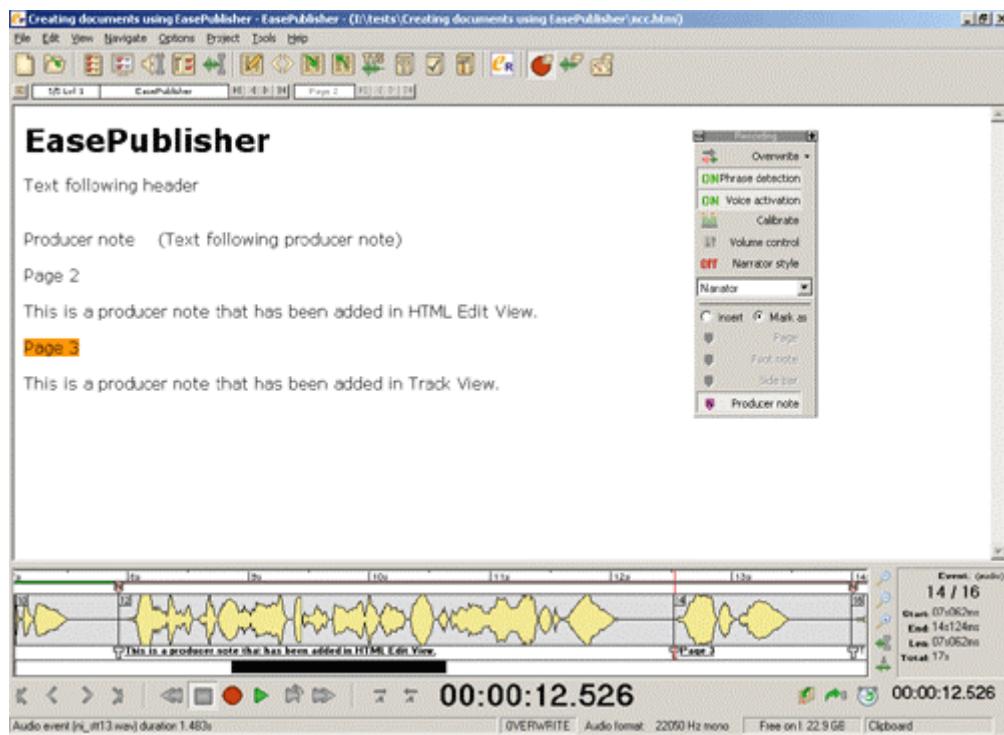
5. Optionally, check the option "**Add a continuation element after the page(s)**". The continuation element is used to define where the page ends.

Note! This option is always checked when inserting pages into a heading with no source document.

6. Select "**Add**" and the page will be inserted into the project.
7. If required, this page can then be edited by using the **HTML Editor** <F6> and editing the event.

## Marking a page in the main screen

1. Select the text event that you wish to mark as a page.



2. Select "**Show/hide Recording rollup**" from the upper toolbar.

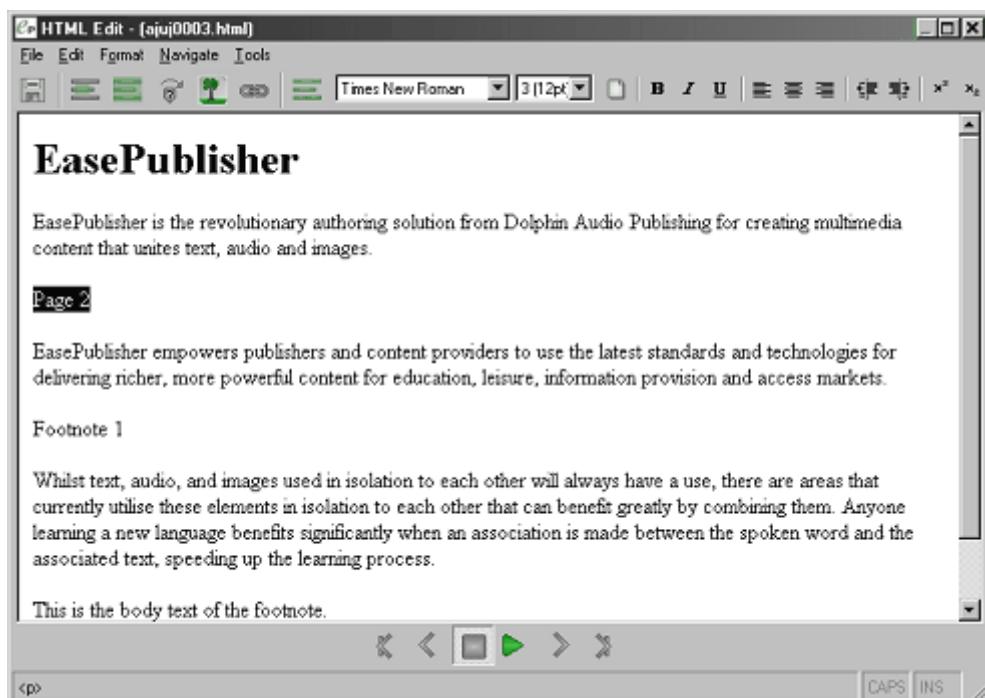


3. Ensure that the radio button "**Mark as**" is selected and then select "**Page**". The text event will then be converted to a page.

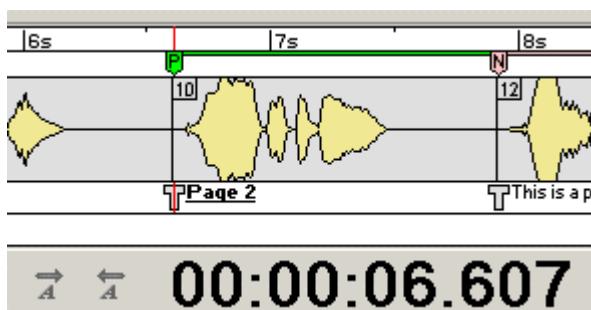
### Marking a page in the HTML Editor



1. Switch to the **HTML Editor** <F6>.



2. Enter the text that you want to mark up as a page.
3. Mark this text up as a text event by highlighting it and then selecting **“Make sentence of selection”**, or press <F4>.
4. Select the text event that is to be a page and then select **Tools>Mark current as>Page break**, from the top menu and select the type of page or press <F6>.
5. Exit the **HTML Editor** and save your changes when asked.
6. The main screen will now display the revised document with the page displayed in the waveform area in the lower part of the screen:



## Footnotes

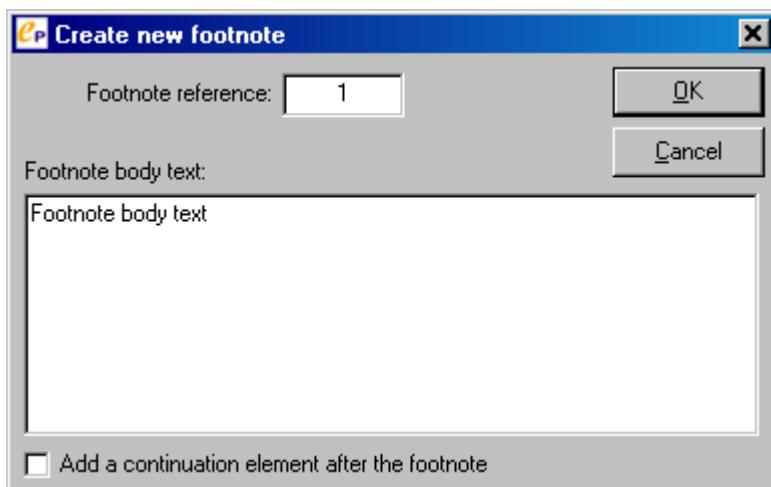
A footnote is otherwise known as an addendum or an annotation to a document. It contains a reference to a designated part of the text to a body of text containing additional information at the "foot" of the document.

### Inserting a footnote in the main screen

1. Select the position where you wish to insert a footnote reference.
2. Select "**Show/hide Recording rollup**" from the upper toolbar.



3. Ensure that the radio button "Insert" is selected and then select "Footnote".

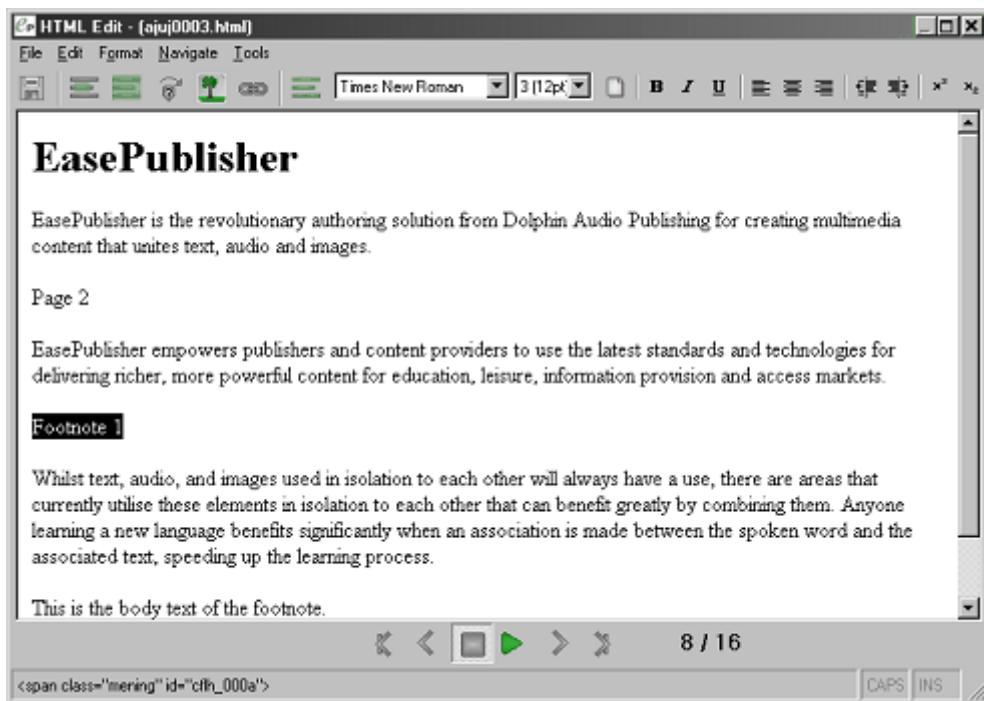


4. The "Create new footnote" dialog will then be displayed. Here, the user must insert a footnote reference and the footnote body text. If you need a continuation element for this footnote, check the "**Add a continuation element after the footnote**". Once this has been entered, select "OK".
5. The footnote reference will be inserted at that point and the footnote body text will be added to the bottom of the document.

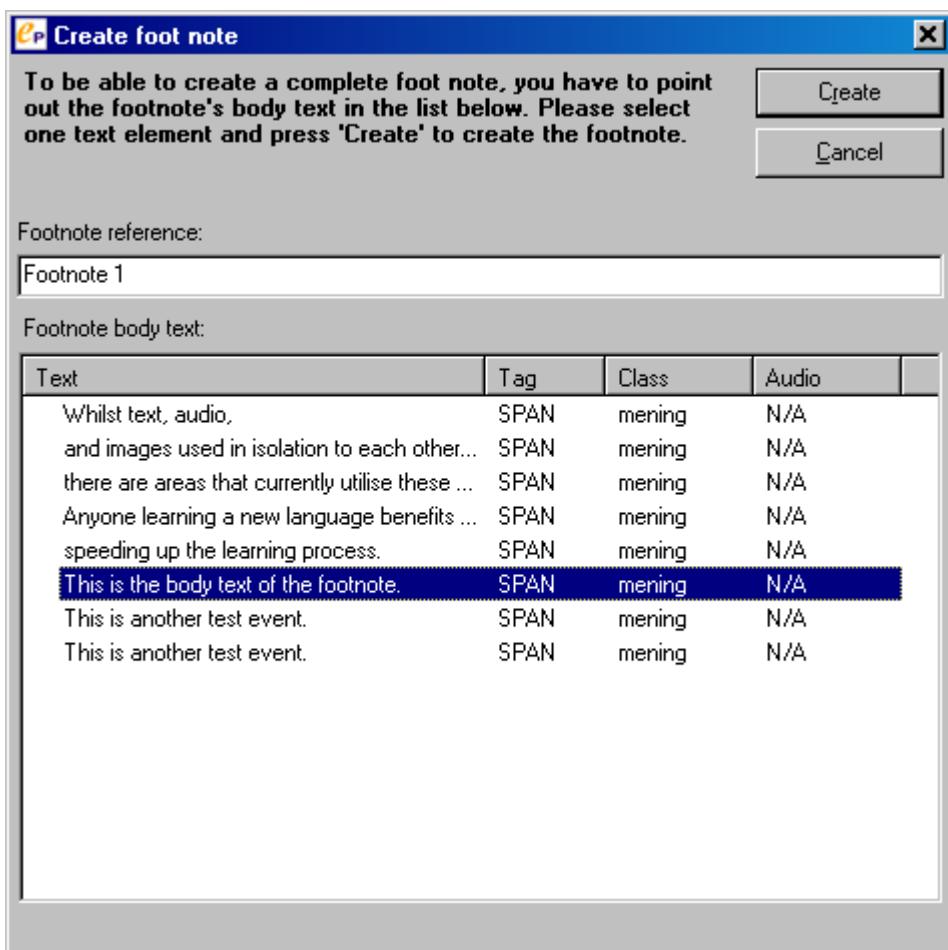
## Inserting a footnote in the HTML Editor



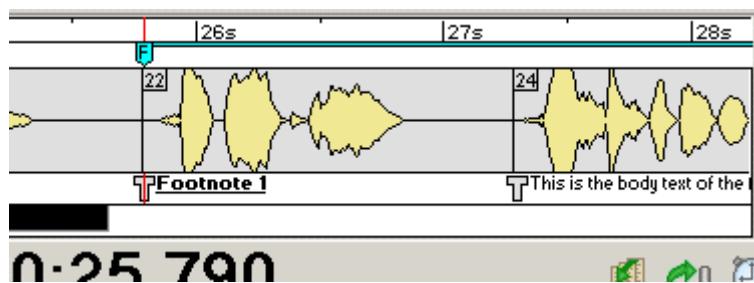
1. Switch to the **HTML Editor** <F6>.



2. Enter the text that you want to mark up as a footnote reference. Please note that the text for the footnote body must exist before the mark up below can be done.
3. Mark this text up as a text event by highlighting it and then selecting "**Make sentence of selection**", or press <F4>.
4. Select the text event that is to be a footnote reference and then select **Tools>Mark current as>Footnote reference**, from the top menu or press <F9>.
5. The create footnote dialog box will now appear. You must now select the text event from the list that forms the body of the footnote text. Press "**Create**" to insert the footnote.



6. Exit the **HTML Editor** and save your changes when asked.
7. The main screen will now display the revised document with the footnote displayed in the waveform area in the lower part of the screen:



## Sidebars

A sidebar is a short, auxiliary body of text that is added alongside a longer document and that typically presents additional information.

## Inserting a sidebar in the main screen

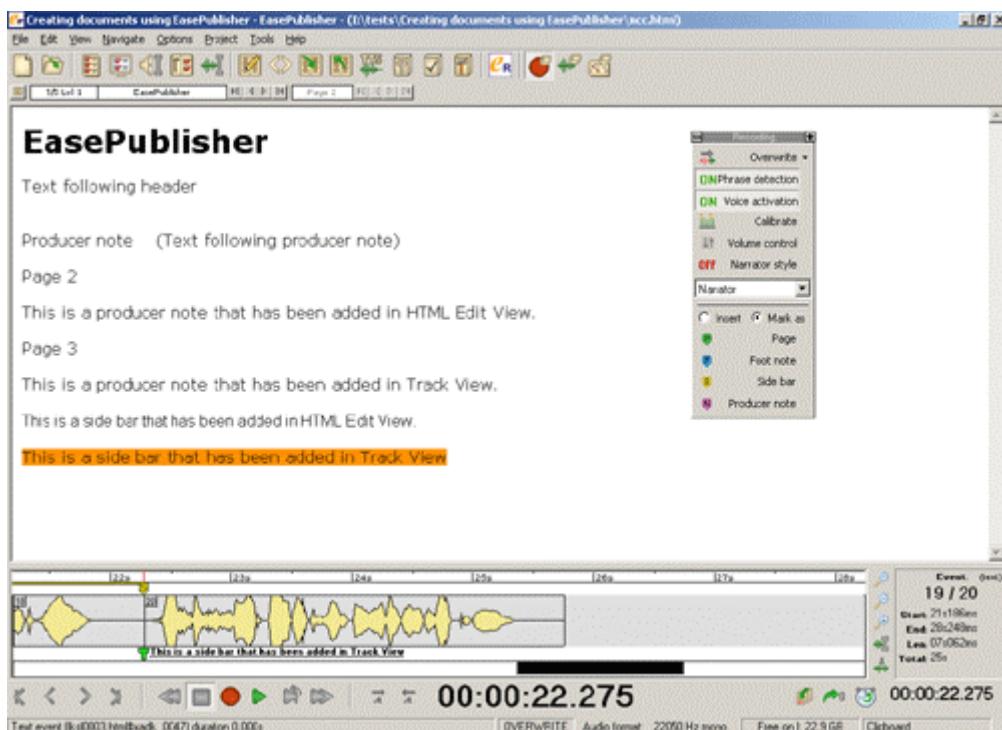
1. Select the position where you wish to insert the sidebar.
2. Select "**Show/hide Recording rollup**" from the upper toolbar.



3. Ensure that the radio button "**Insert**" is selected and then select "**Sidebar**". A new sidebar, with a default text, will be inserted at that point.
4. This sidebar can then have text added to it by using the **HTML Editor** <F6> and editing the event.

## Marking a sidebar in the main screen

1. Select the text event that you wish to mark as a sidebar.



2. Select "Show/hide Recording rollup" from the upper toolbar.

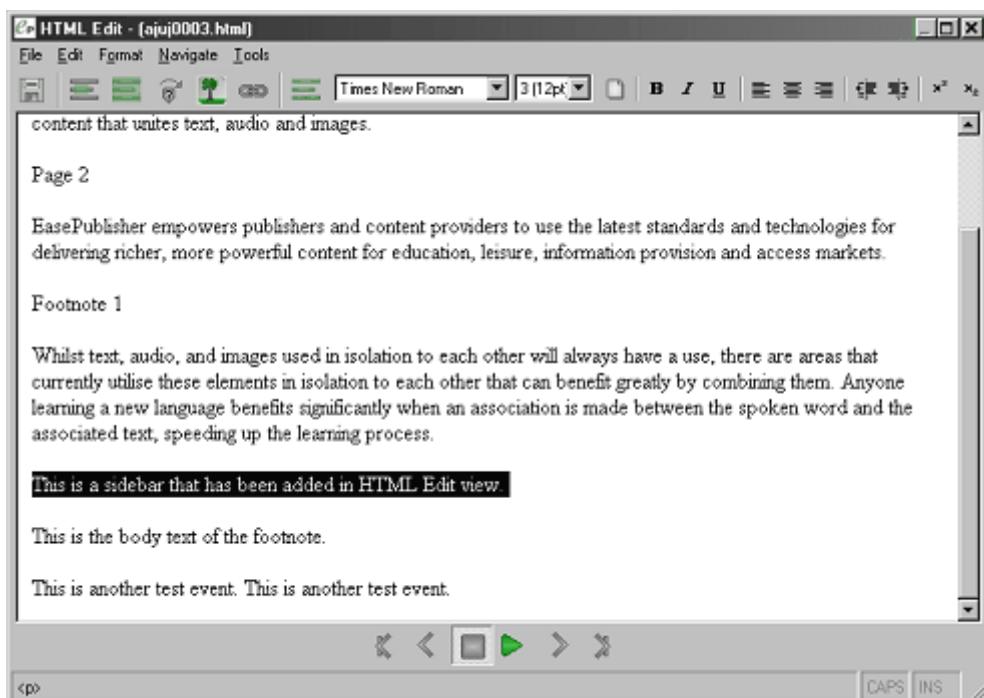


3. Ensure that the radio button "Mark as" is selected and then select "Sidebar". The text event will then be converted to a sidebar.

## Marking a sidebar in the HTML Editor

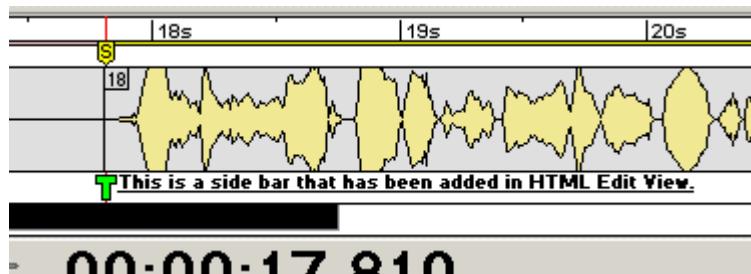


1. Switch to the **HTML Editor** <F6>.



2. Enter the text that you want to mark up as a sidebar.
3. Mark this text up as a text event by highlighting it and then selecting "**Make sentence of selection**", or press <F4>.
4. Select the text event that is to be a side bar and then select **Tools>Mark current as>Sidebar**, from the top menu or press <F7>.
5. Exit the **HTML Editor** and save your changes when asked.

6. The main screen will now display the revised document with the side bar displayed in the waveform area in the lower part of the screen:



## Producer notes

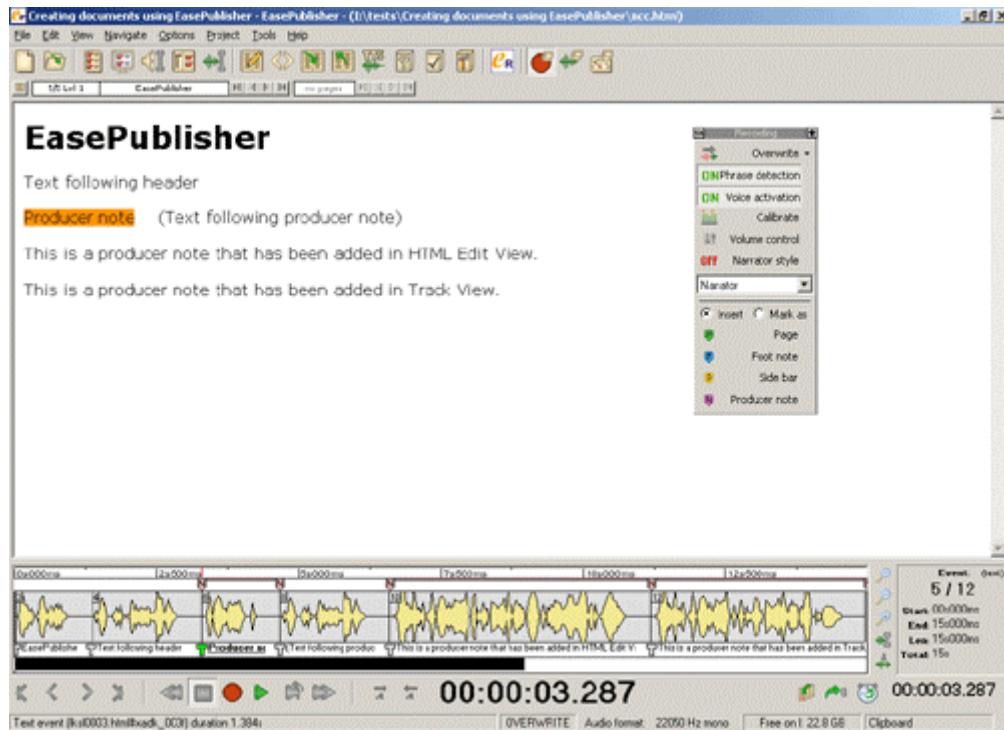
A Producer note is a short, auxiliary body of text that is added to a document and that typically presents additional information from the producer of the content.

### Inserting a producer note in the main screen

1. Select the position where you wish to insert the producer note.
2. Select "Show/hide Recording rollup" from the upper toolbar.
3. Ensure that the radio button "Insert" is selected and then select "Producer note".



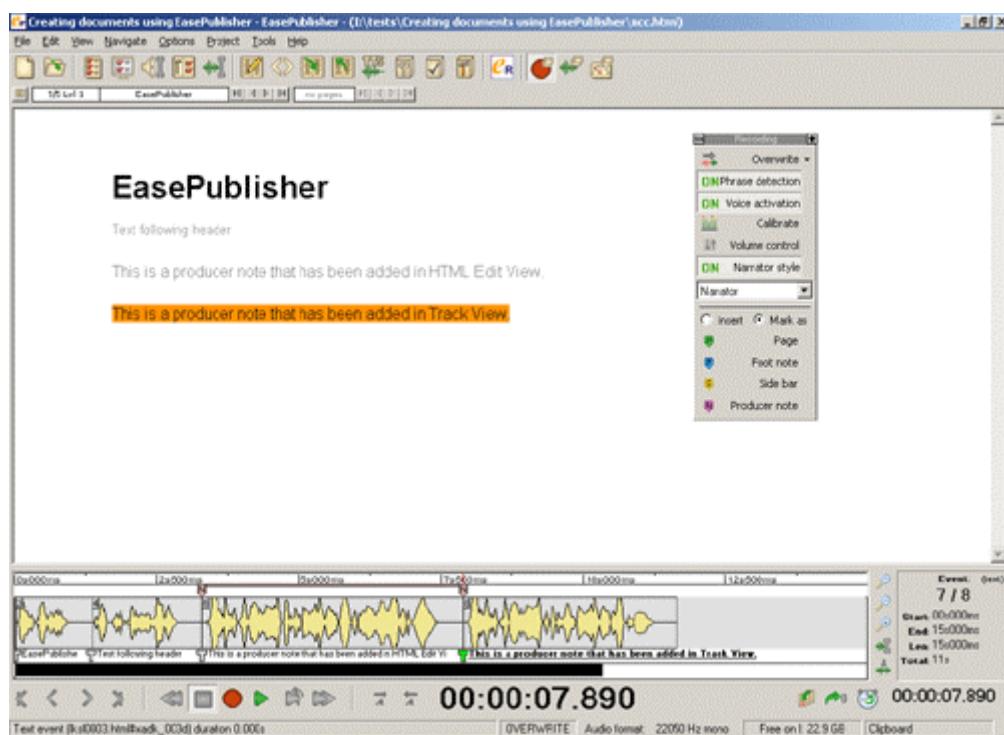
A new producer note, with a default text, will be inserted at that point.



4. This producer note can then have text added to it by using the **HTML Editor** <F6> and editing the event.

### Marking a producer note in the main screen

1. Select the text event that you wish to mark as a producer note.



**2. Select "Show/hide Recording rollup" from the upper toolbar.**

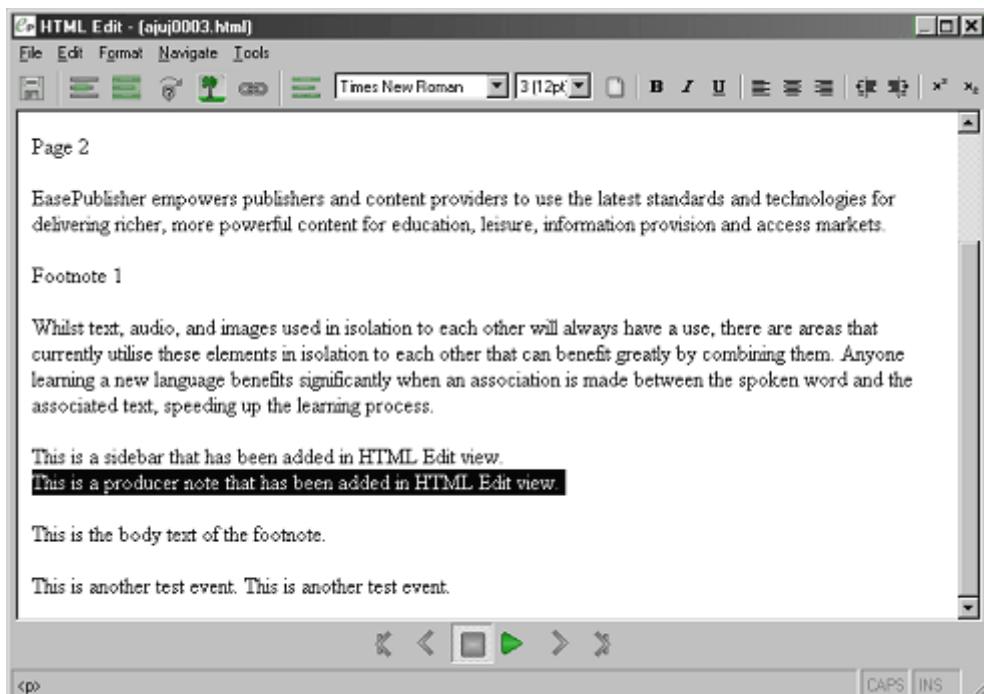


**3. Ensure that the radio button "Mark as" is selected and then select "Producer note". The text event will then be converted to a producer note.**

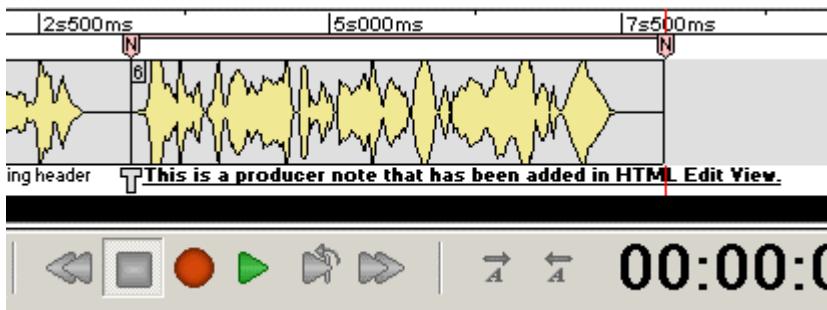
## Marking a producer note in the HTML Editor



1. Switch to the **HTML Editor** <F6>.



2. Enter the text that you want to make a producer note.
3. Mark this text up as a text event by highlighting it and then selecting "**Make sentence of selection**", or press <F4>.
4. Select the text event that is to be a producer note and then select **Tools>Mark current as>Producer note**, from the top menu or press <F8>.
5. Exit the **HTML Editor** and save your changes when asked.
6. The main screen will now display the revised document with the producer note displayed in the wave form area in the lower part of the screen:

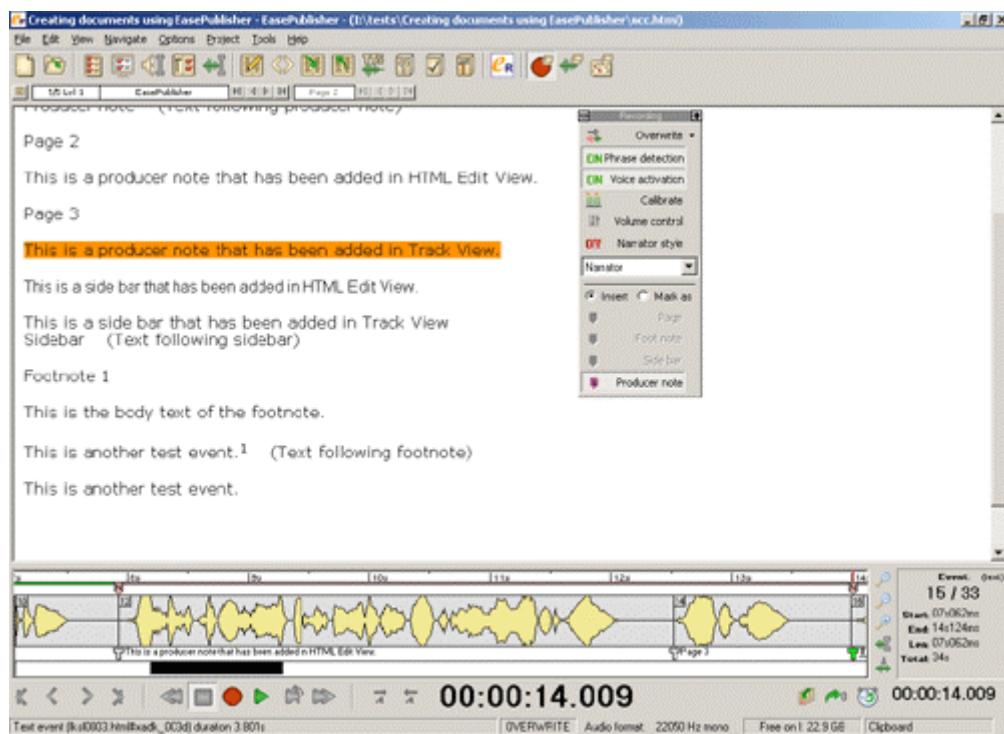


## Deleting Skippable content

It is possible to remove "skippable" items (Pages, sidebars, producer notes and footnotes) in the following ways:

### Deleting skippable content using the main screen

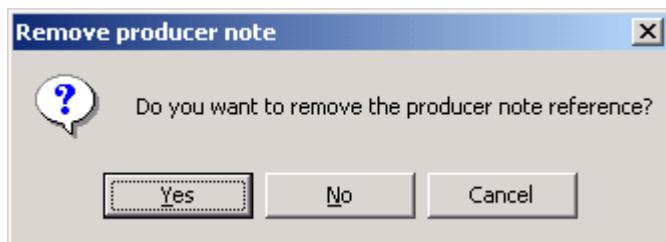
1. Ensure that the "**Recording Rollup**" is visible. Select the text event containing the skippable item that you want to delete by clicking on it in the main screen:



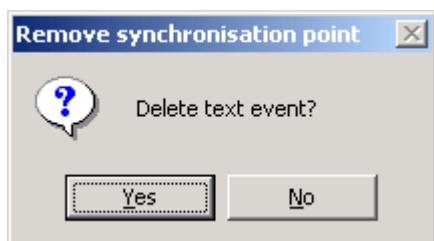
2. In the "Recording Rollup", you will notice that all of the skippable item buttons are disabled except for the one that corresponds to the skippable item that is currently selected.



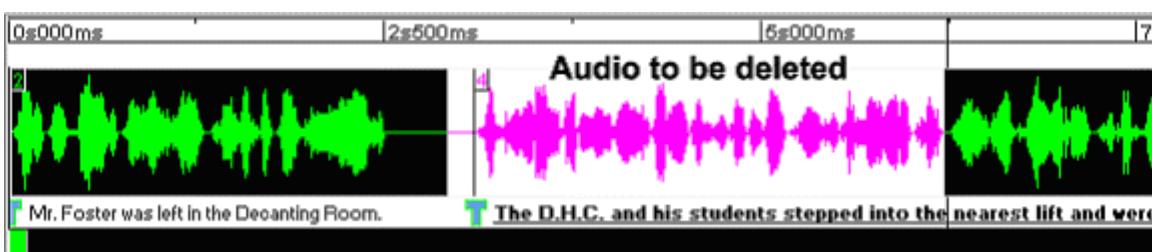
3. Click on the button for the skippable item that you wish to remove and then select "Yes" to remove the reference to the skippable item from the project.



4. The skippable item will now become a normal text event.
5. If you want to remove the text event, select the text event and press <Delete> on the keyboard **Edit>Delete** from the top menu.
6. You will then be asked to confirm that you want to delete the text event. Select "Yes".



8. The text event is now removed from the SMIL and no longer appears in the waveform view at the bottom of the screen.
9. Any audio that accompanied the text will also still remain in the project, to delete this, either hold down the left mouse button and drag over the region to delete or use <Cursor Left> or <Cursor Right> to navigate to the position in the waveform to the point where the deletion begins and then hold down <Shift + Cursor Right> to highlight the section of audio to delete.



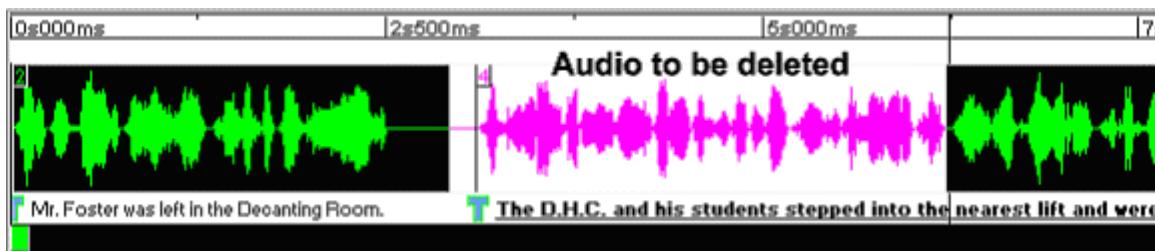
Select **Edit>Delete** from the top menu or press <Delete> on the keyboard to delete the audio.

10. However, you will notice that the XHTML document has not had the text removed and so it still appears in the document (However, it is not highlighted and is skipped during playback). To remove the text, switch to the **HTML Editor** <F6>.
11. Highlight the text that you want to delete:
12. Press <Delete> on the keyboard or **Edit>Delete** from the top menu:
13. Exit the **HTML Editor** and save your changes when asked.
14. The main screen will now display the revised document.

### **Deleting skippable content using the HTML Editor**

1. Switch to the **HTML Editor** <F6> and highlight the skippable text that you want to delete.
2. Press <Delete> on the keyboard or **Edit>Delete** from the top menu.
3. Exit the **HTML Editor** and save your changes when asked.

4. The main screen will now display the revised document.
5. Any audio that accompanied the text will also still remain in the project, to delete this, either hold down the left mouse button and drag over the region to delete or use <Cursor Left> or <Cursor Right> to navigate to the position in the waveform to the point where the deletion begins and then hold down **<Shift + Cursor Right>** to highlight the section of audio to delete.

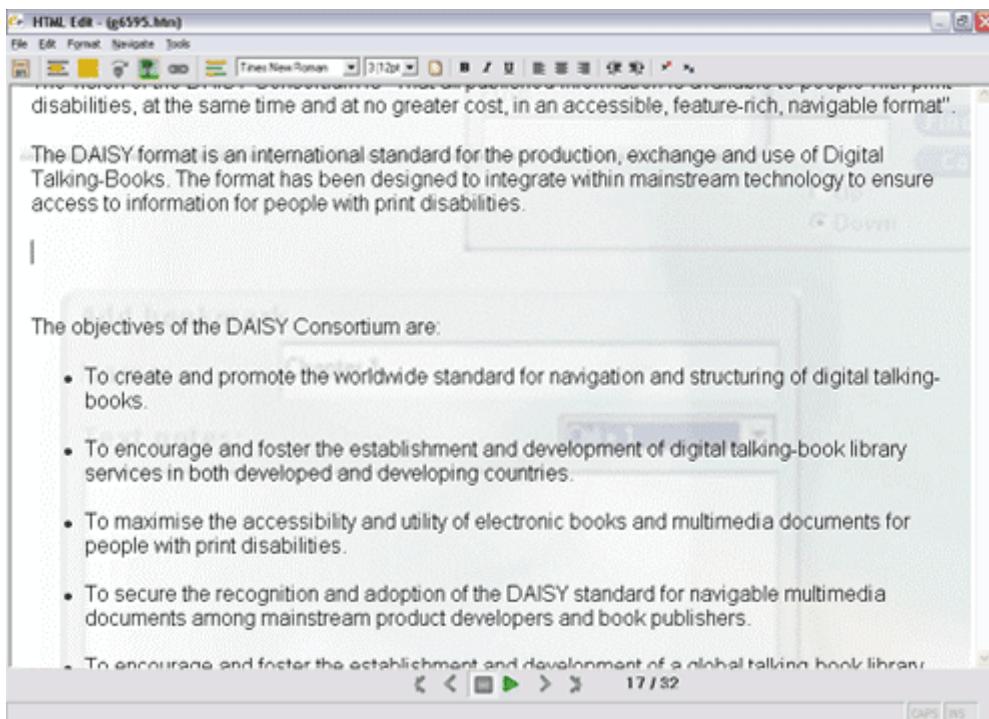


6. Select **Edit>Delete** from the top menu or press <Delete> on the keyboard to delete the audio.

## 6.5 Inserting an image into the document

Insert an image into the document is performed using the **HTML Editor**.

1. From the main screen, press the **HTML Editor** to switch to the **HTML Editor** or select the "**Edit the content in the HTML Editor**" button on the top toolbar.

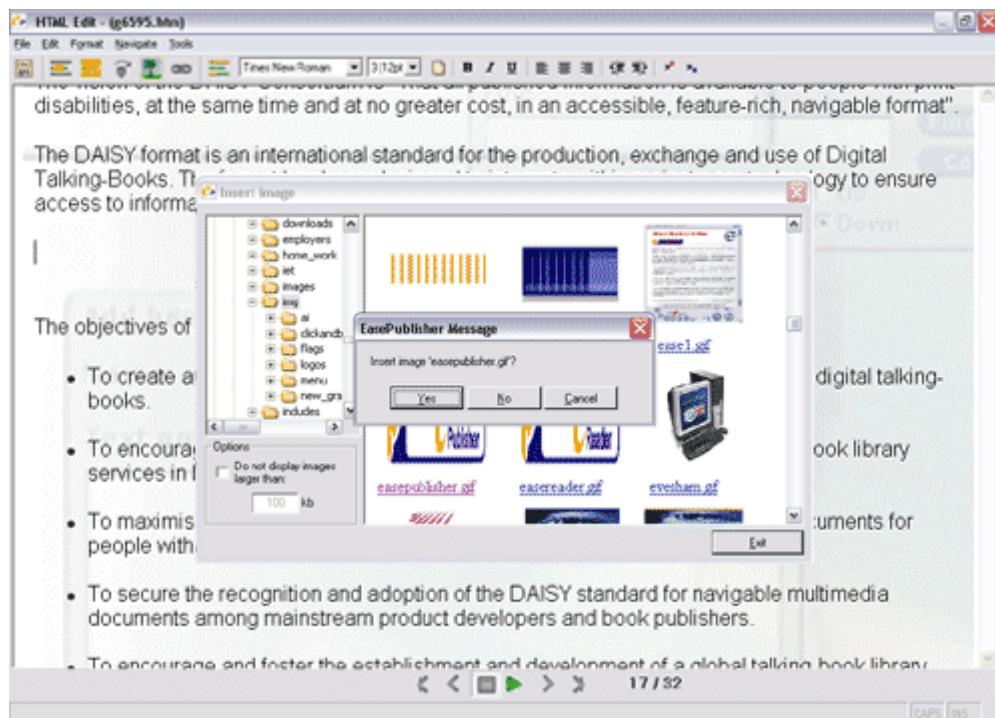


2. Select the position where you want the image to be inserted in the document and press the "**Insert image into HTML button**":



Alternatively, select **Tools>Insert image** or press <CTRL + Shift + Insert> on the keyboard or right click on the mouse and select "**Insert image**" from the menu that appears.

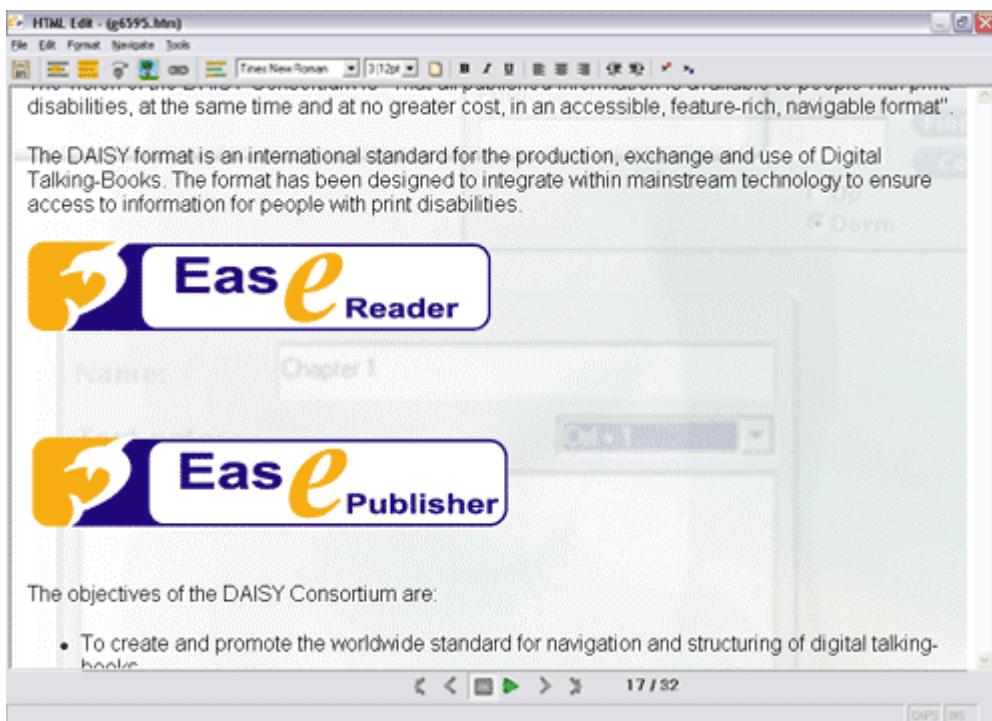
3. You will now be asked to select an image from your hard drive to insert into the document. Choose the image by selecting the text beneath the preview of the image (Note: The aspect ratio of the preview is different to how the image will appear in the document. The preview has been resized to fit in the preview window):



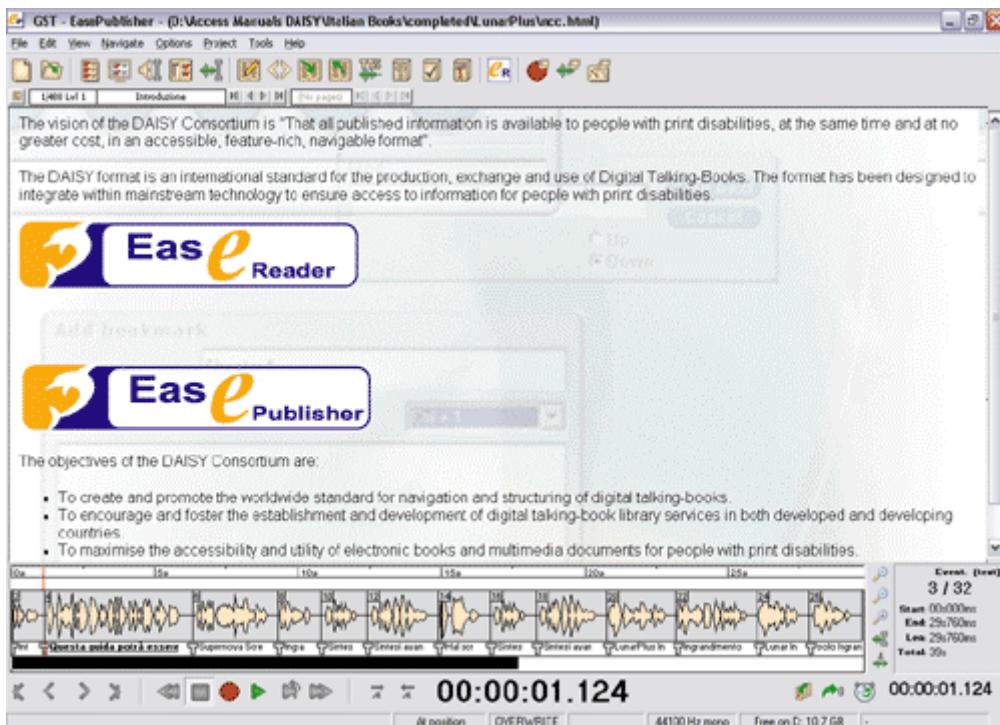
4. Click "Yes" to insert the image. Next you will be asked to add a text description ("Alt-text") for the image. By default, this field will have "image" inserted into it. You can change this to a more meaningful description of the image at this point.



Select "OK" to insert the image.

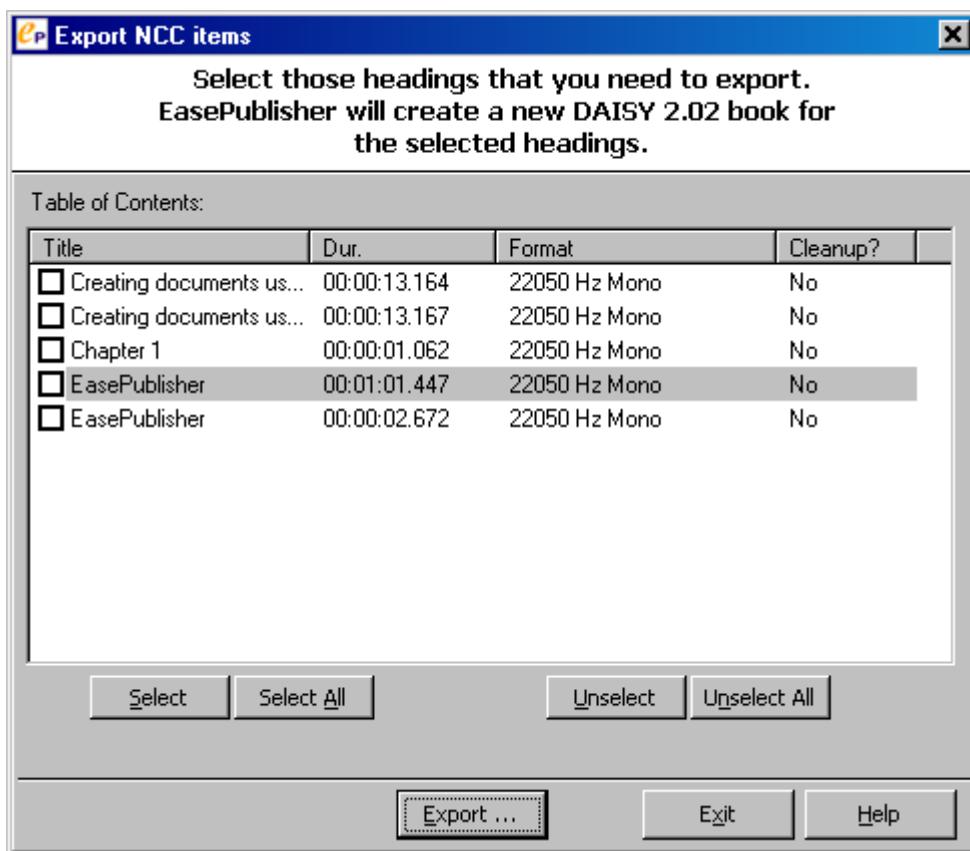


Exit the **HTML Editor** <ALT + F4> and select "Yes" to save the changes when asked if you want to. The project will then be updated and the image will appear in the document in the main screen view.



## 6.6 Export NCC items

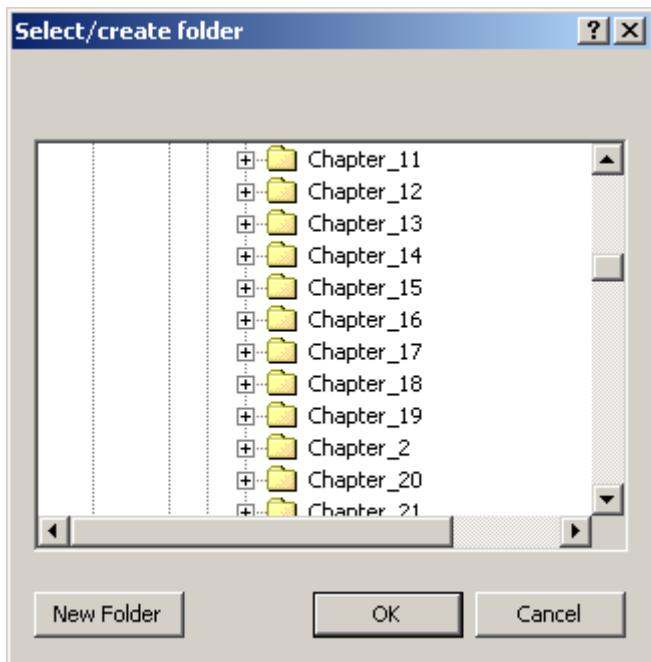
The "Export NCC items" dialog is accessed by selecting **Project>Export>NCC items...** from the top menu. EasePublisher will create a complete DAISY book based on the exported headings. i.e. EasePublisher creates a new NCC.HTML and copies any files that the headings are using (audio, documents, images...).



By using this dialog, you can create a new project from one or several headings. When the dialog is launched, each heading from the current project is listed together with relevant information such as time duration, audio format and whether or not a cleanup of the audio is required ("No" means that the audio has been cleaned up, "Yes" means that the audio will be cleaned up before the heading is exported).

The NCC items to be exported are chosen by selecting the checkboxes next to each title.

Once the NCC items to be exported have been selected, click on "**Export**" to begin the process. You will then need to specify a location to export to from the dialog that will then appear.



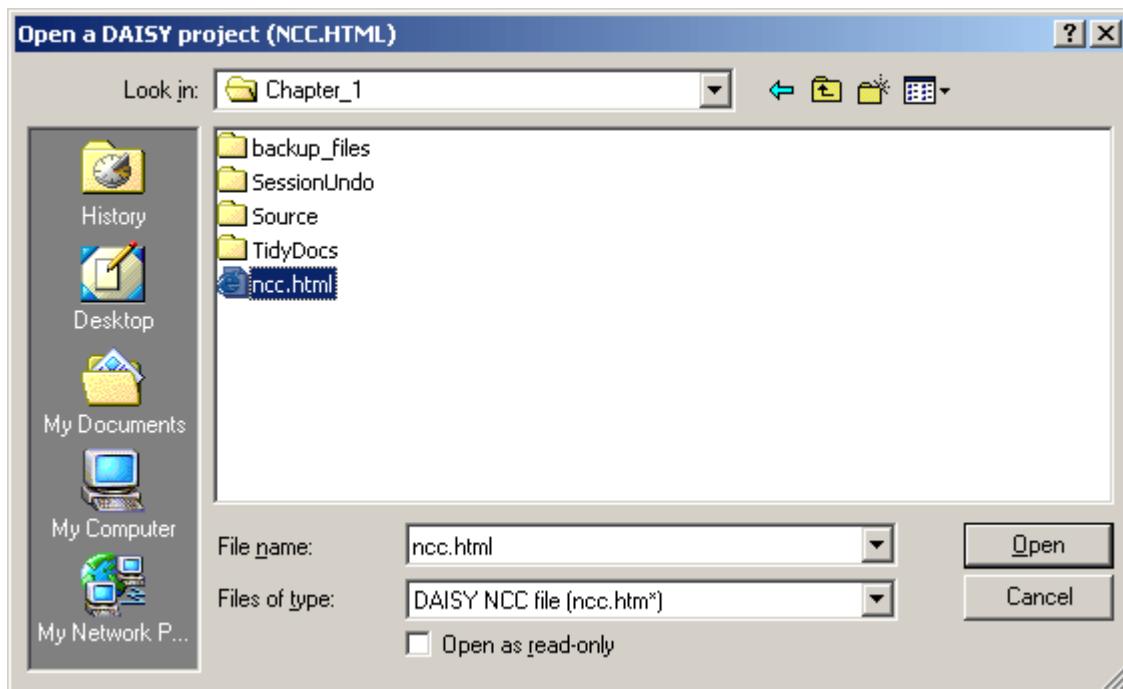
Choose a folder or select "**New Folder**" to create one. Click "**OK**" to complete the process.

Please note! This Export NCC feature does not remove the headings from your source project - it will only copy the headings (and its files) to a new location. The source project remains intact.

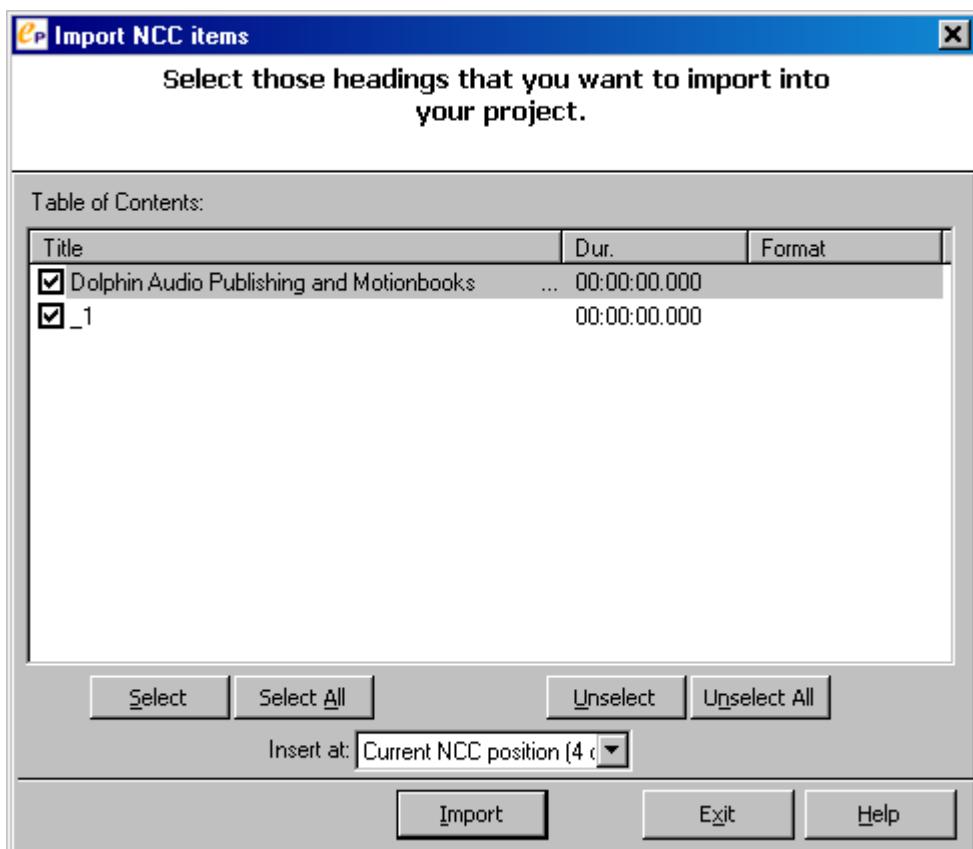
## 6.7 Import NCC from other folder

This feature imports headings from other projects. To do this it is necessary to specify a "**NCC.HTML**" from another project and EasePublisher will then list all headings in that project.

To Import an NCC from another folder, select **Project>Import>Import NCC from other folder...** from the top menu. This will launch a dialog that requires the user to specify the NCC.HTML file that will be used. Locate the folder and the NCC.HTML file and then select "Open".



The "**Import NCC items**" dialog will now appear.



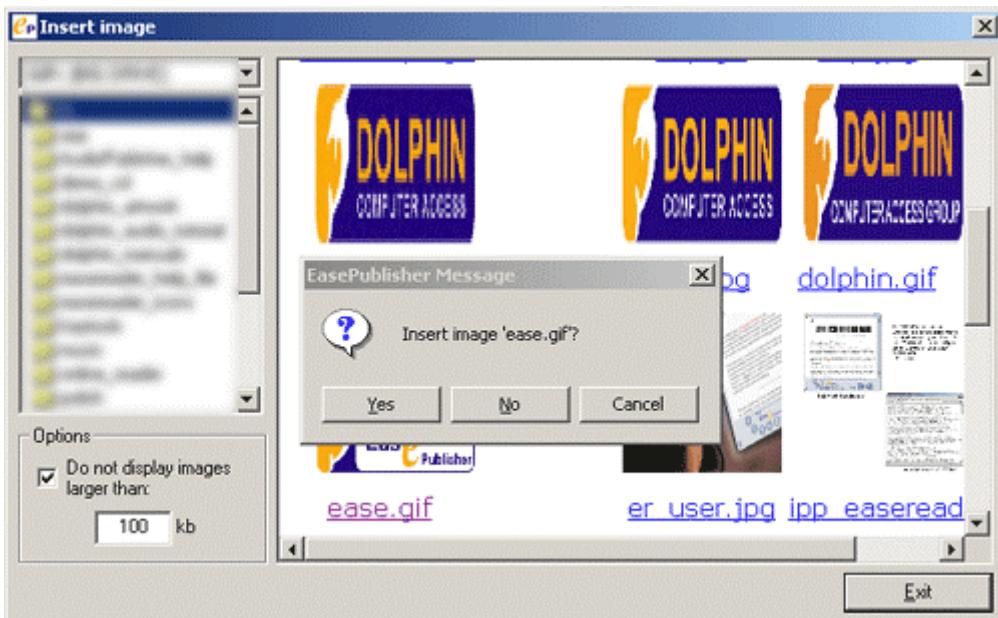
Specify which headings to import by selecting the check boxes in the list next to the title.

The next step is to specify where to insert the imported headings. This is done via the "**Insert at**" field and by selecting the required position from the drop down list from a choice of "**First NCC item**", "**Current NCC position**" or "**Last NCC item**".

Finally, selecting "**Import**" will import all selected headings and its related files (audio, docs, images, ...). Please note that EasePublisher will automatically rename file names and ID names if any conflicts occur with existing files.

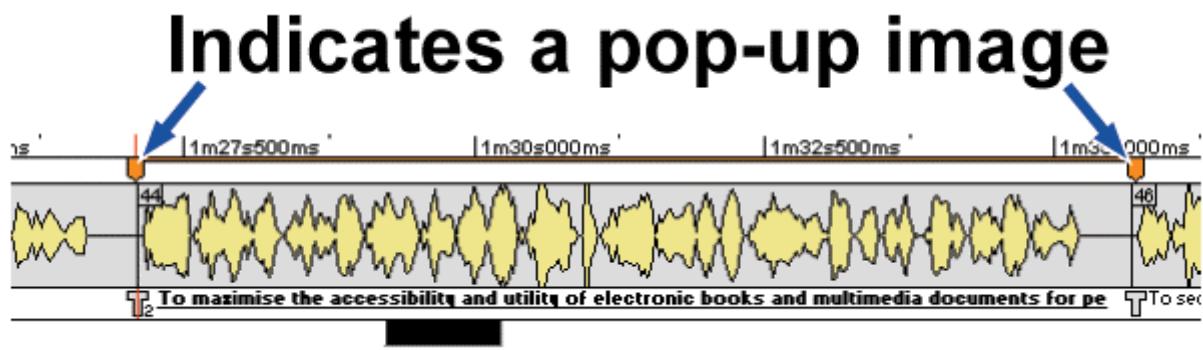
## 6.8 Inserting a 'pop-up' image into the project

1. Insert a 'Pop-up' image that will automatically appear at a specific point in the playback of the production by selecting the text event that you wish to accompany the pop-up image in the main screen.
2. Select **Edit>Insert popup image** from the top toolbar.
3. You will now be asked to select an image from your hard drive to insert into the SMIL file. Choose the image by selecting the text beneath the preview of the image (Note: the aspect ratio of the preview is different to how the image will appear in the document. The preview has been resized to fit in the preview window):

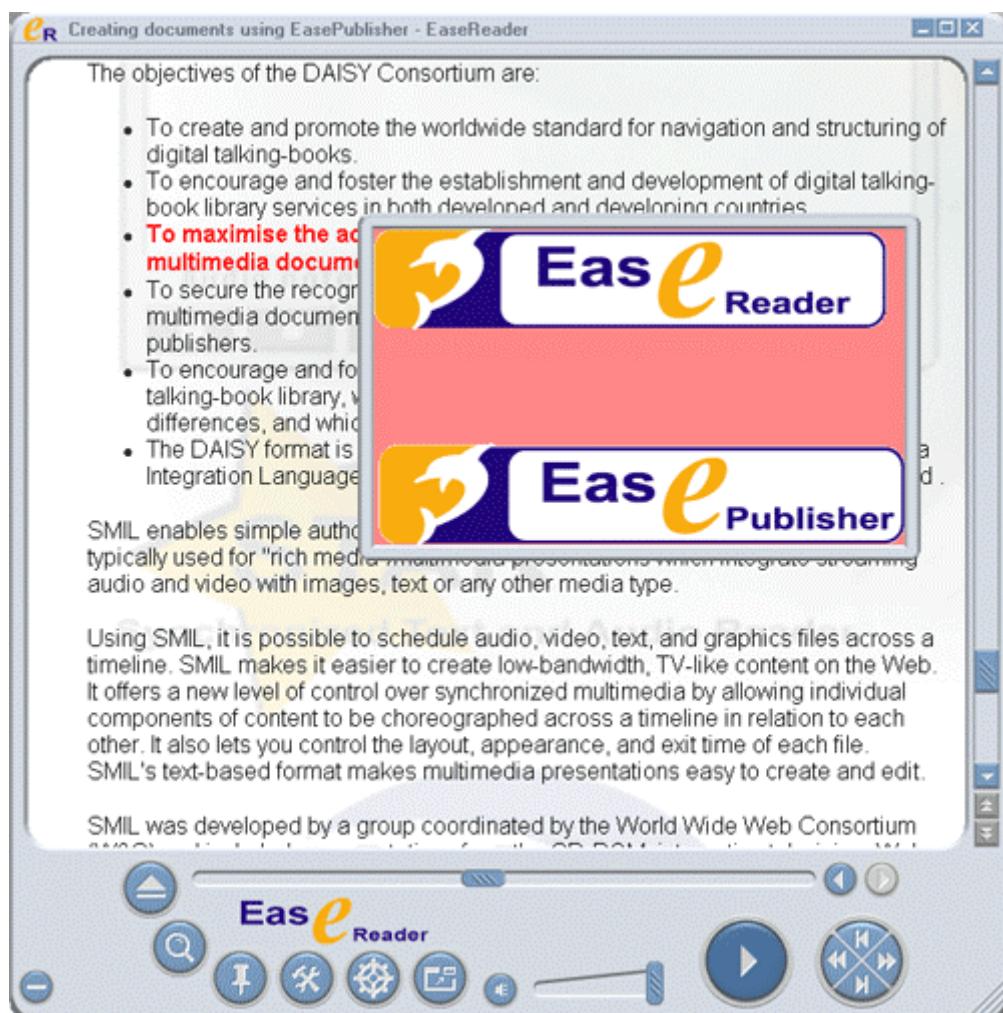


4. Click "**Yes**" to insert the image.

5. The image will then be inserted. An orange marker on the waveform view gives a visual indication where the image will appear if the playback software supports pop-up images:



When played back in EasyReader, the image will appear in synchronisation with audio and text as shown in the screenshot below:



## 6.9 Inserting a 'producer stop' into the project

The producer stop is a special marker in the SMIL file that will tell the DTB player to automatically stop the continuous playback at a certain point. For the moment, only EasyReader version 2 supports producer stops.

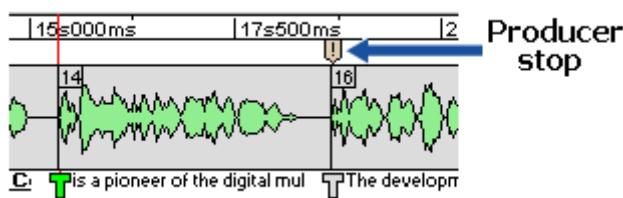
Please note that this marker is something that is out of the scope of the current specifications of Daisy 2.02 and Z39.86-2002. The distributed book may therefore not appear as valid in current validators, but it is also worth noting that the producer stop will not cause any problems in todays DTB players. There is also an option in the build process that tells EasePublisher to remove producer stops from the distributed book.

If using EasyReader 2, the producer stop is of great benefit when the producer needs to control playback. Some books for the print impaired may find this feature useful as the producer can make the player automatically stop at particular points.

To insert a new producer stop, you need to select the text event you want the DTB player to stop at, and then select the menu item **Edit>Insert producer stop**.



Now you need to decide where this producer stop is going to be inserted. If you want to stop the playback before this text event, press the "Before" button. If you want the DTB player stop after this text event has finished, then press the "After" button.



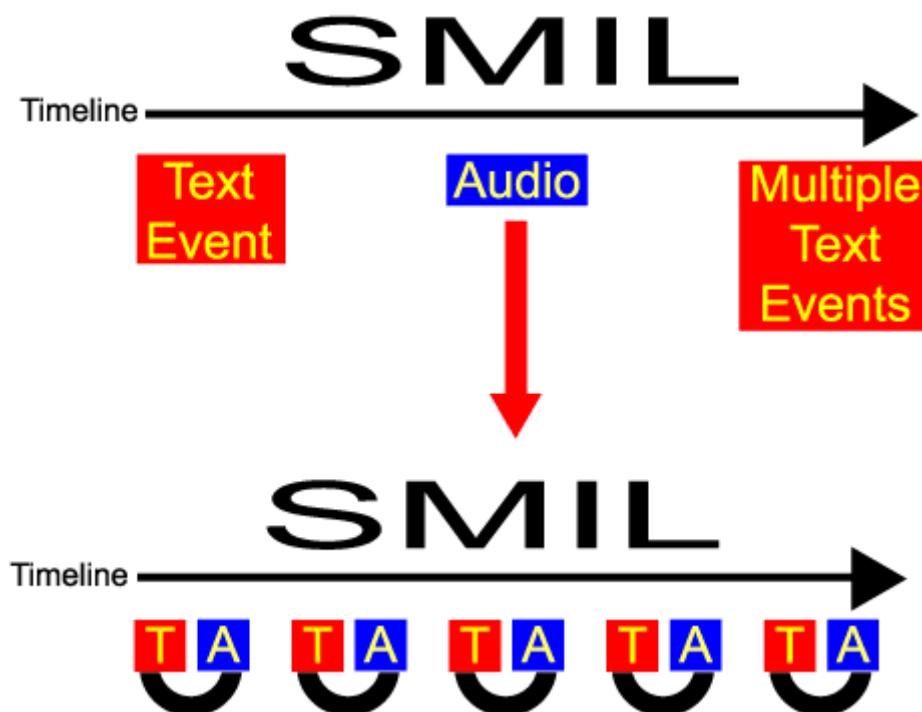
In this picture above, you can see where the producer stop has been inserted. The DTB player will now stop the playback at that position.

To remove the producer stop, you simply select the text event which is at the same position as the producer stop, and then choose the menu item **Edit>Remove producer stop**.

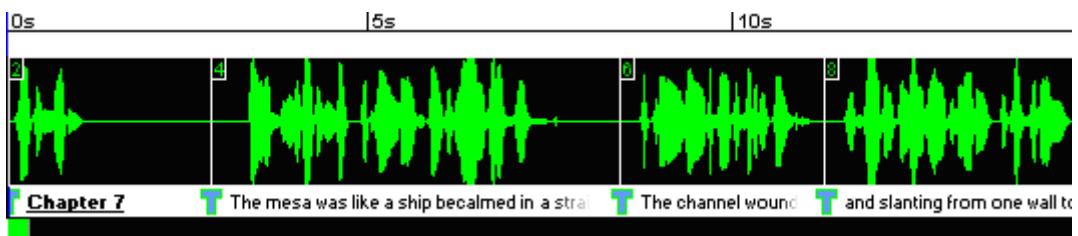
## 6.10 Synchronising imported audio files with existing text - "Sync as you hear"

Once the producer has structured and "Marked-up", the documents in a project and imported digital audio files into the project, the two elements need to be combined together to create a fully synchronised text and audio production. This is done using a method described by Dolphin Audio Publishing as "**Sync as you hear**".

If you can imagine that before the text and the audio are synchronised together, the first text events is located at one end of the SMIL file and followed by all of the audio and this is followed by the remaining text events. We need to combine the corresponding elements together in the production as the diagram below demonstrates:

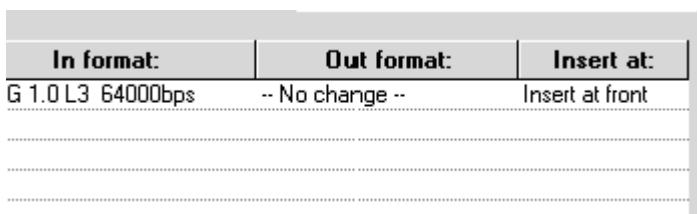


In practice, this is how it would appear in the Track View of EasePublisher:



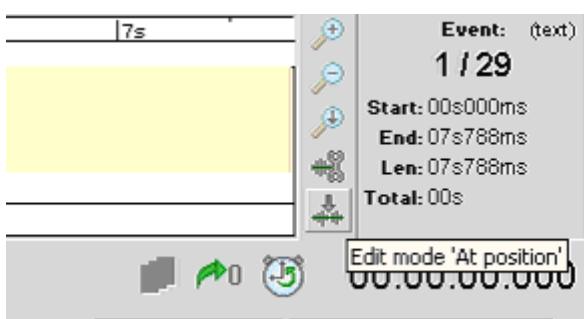
The continuous waveform is displayed and beneath it, the corresponding text events are positioned. The most efficient way to synchronise the elements together is to follow these steps:

1. If you have not yet added and structured your text in the project or imported audio files, do this now. Generally, when using the "**Sync as you hear**" method of text and audio synchronisation, we would recommend that when the audio is imported using the "**Import audio**" window, it be inserted at the front of the SMIL file so that the text is at the end of the SMIL file, after the audio.



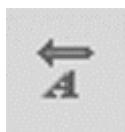
We would also suggest not applying phrase detection to the imported audio as audio markers will be assigned during the "**Sync as you hear**" process.

2. Once the audio has been imported ensure the "**Edit mode**" setting next to the waveform view is set to "**At position**" or press <CTRL + SHIFT + F11> to toggle to that setting.



3. If you press the play button, the audio will begin to play. However, you will notice that throughout the playback, only the first text event remains highlighted on screen. To rectify this, we will now synchronise all text and the audio together.

4. To begin the "**Sync as you hear**" process, press play. If the audio that you have imported corresponds exactly to the text, the first piece of audio will match up with the currently (First) highlighted text event or heading. As soon as the audio for the first text event finishes, press <CTRL + ENTER> or press the "**Move next text event to the current position**" button on the lower toolbar:



This will move the next text event to the current position in the SMIL file at the same point as the corresponding audio if the text event was moved at the correct position. If the text event is not at the desired position, stop the playback and move the Text Marker (Signified as a "T" symbol beneath the waveform) to the required position.

Alternatively, move the "**current position**" marker to the correct position using the <Cursor Left> or <Cursor Right> keys and press the "**Move previous text event to the current position**" button <CTRL + SHIFT + ENTER> or press the "**Move next text event to the current position**" button <CTRL + ENTER> on the lower toolbar to move the text event to the correct position.

With practice, a producer will find that this method of synchronisation is very effective and will find that there will be little need to stop playback and adjust the position of the synchronisation - Effectively synchronising the text and the audio in real time.

## **6.11 Synchronising text with audio during live recording - "Sync as you speak"**

Once the producer has structured and "Marked-up", the documents in a project. A narrator can then record the audio directly in EasePublisher and synchronise this with the corresponding text as they narrate it to create a fully synchronised text and audio production.

This is done using a method described by Dolphin Audio Publishing as "**Sync as you speak**".

1. First, calibrate the audio. Select **Options>Audio Calibration...** from the Toolbar, or "**Calibrate**" from the Recording Rollup menu. The Audio Calibration dialog will appear, follow the on-screen instructions.
2. After the calibration has been performed, the user should select the recording mode to be used by toggling <CTRL+F11> or clicking the appropriate button on the "**Recording rollup**" to toggle through the 3 modes - "**Overwrite**", "**Insert**" or "**Replace to zero**".
3. To begin recording, press the "**Record**" button in the lower toolbar or press <Right CTRL + Insert>. During narration, to synchronise the text that is being narrated with the recorded audio, press <CTRL + ENTER> or press the "**Create synchronisation point**" button:



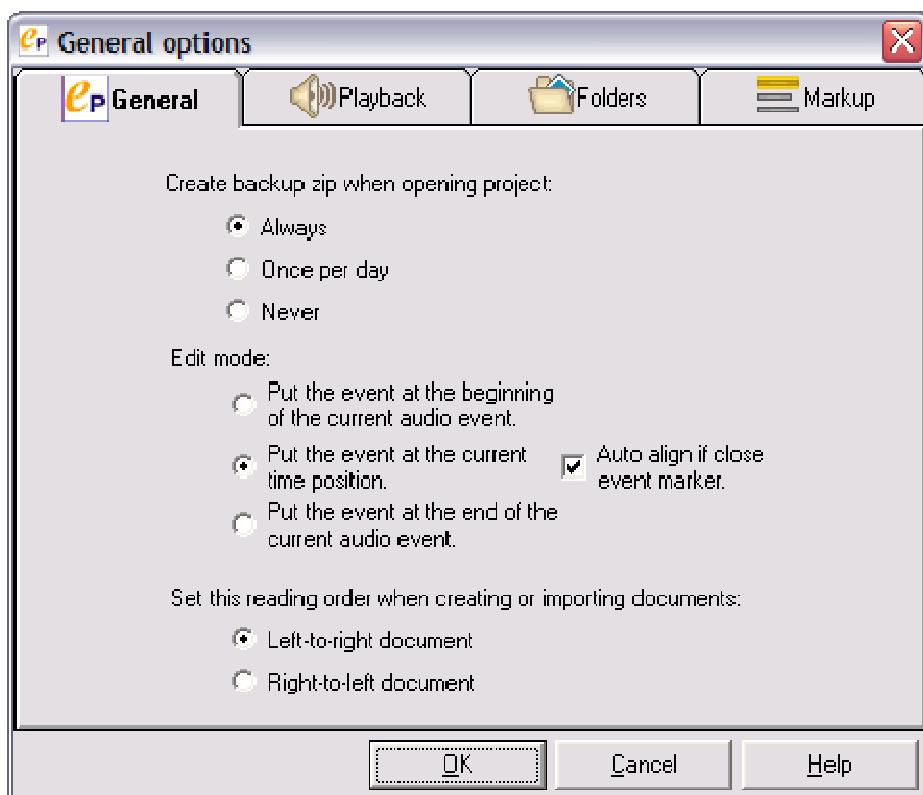
4. This will move the next text event to that position in the SMIL file.
5. Continue this process until the entire production is narrated and synchronised.

## 6.12 Using session backup

**"Session backup"** is a feature that creates a backup of the project files so that the production may be restored to an earlier incarnation in the event of any mistakes or errors occurring.

**Please note that these session backup files do not contain any audio files, as they normally are too large to be handled efficiently.**

The user can specify how often a backup is made in the "**General options**" dialog <CTRL + G>. This can be automatically done each time a project is opened (**Always**), **Once per day** or **Never**.



In addition to this, the user can manually create a session backup at any time.

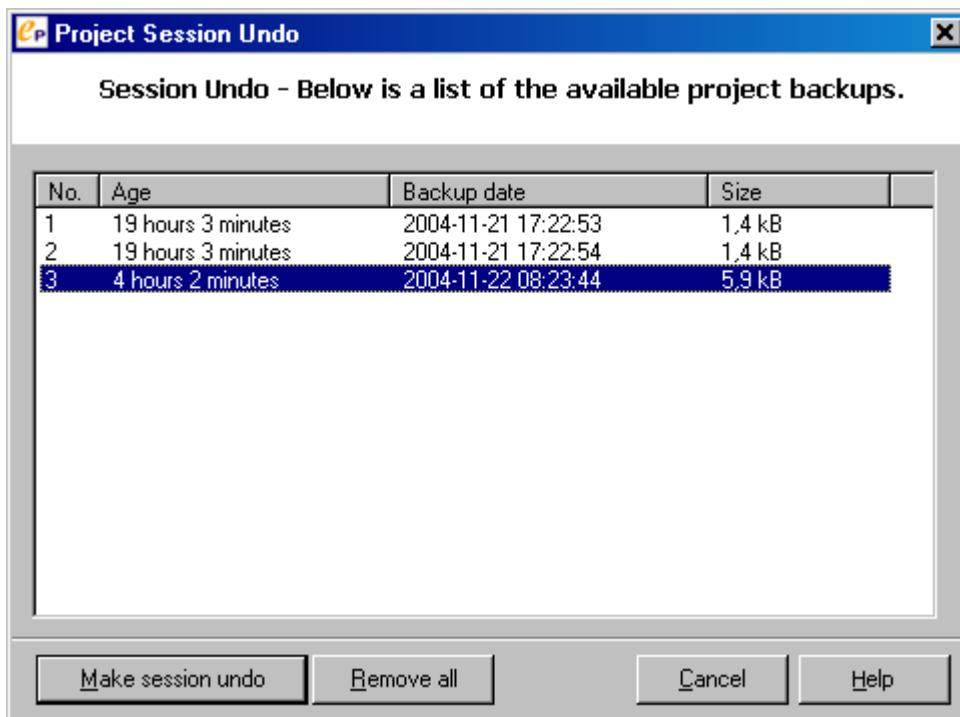
### 6.12.1 How to make a session backup

1. Select **Edit>Session backup>Make session backup now** from the top menu in the main screen.
2. The session will then be backed up in a separate directory in the folder containing the project.

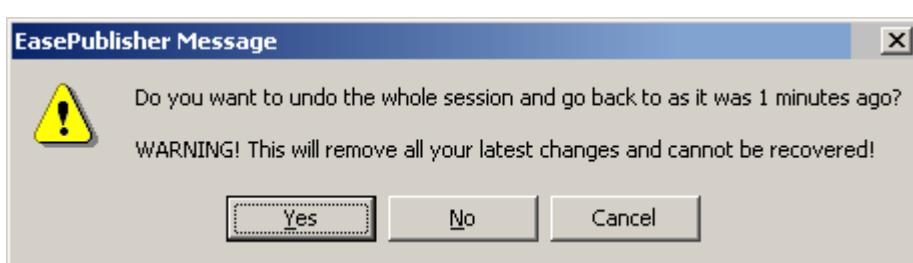
**Please note that these session backup files do not contain any audio files, as they normally are too large to be handled efficiently.**

### 6.12.2 How to perform a session undo

1. Select **Edit>Session backup>Undo session** from the top menu, or press the key <Ctrl + Shift + Z>.



2. The "**Project Session Undo**" dialog will now appear. This lists all available states that the project can be "rolled back" to. Please note that this list will be cleared when the project is cleaned up.
3. Select the time of the state that you want to revert back to and then select "**Make session undo**".



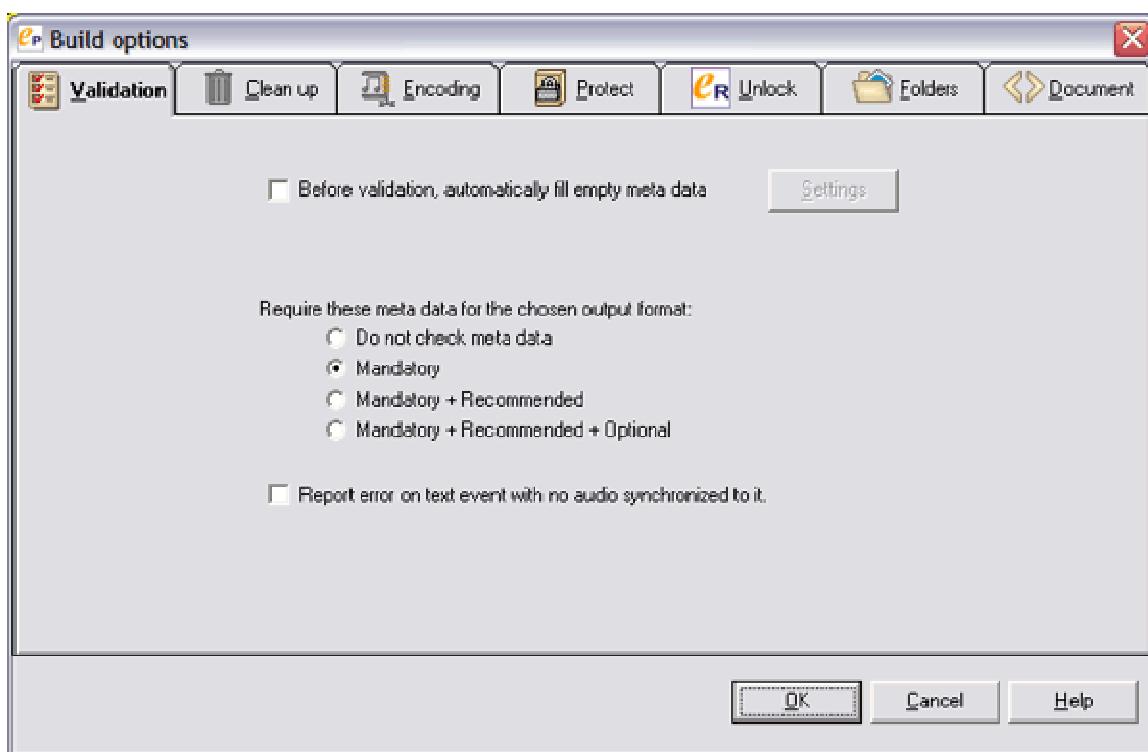
You will then be asked to confirm that you want to undo the session. Select "**Yes**" to complete the process.

## 6.13 Validating a project

EasePublisher complies with the latest standards as defined by the DAISY Consortium. It is important that content created as "DAISY" adheres to the specific standards so that publishers can be sure that their content will play in all DAISY playback and delivery devices. EasePublisher contains a validator which scans the completed project to ensure that the final output is correct.

### 6.13.1 Validation settings

The "**Validation**" category in the "**Build options**" allows the user to configure the validation settings. The Validation settings are viewed by selecting **Options>Build options** from the top menu or by pressing <Ctrl + B>.



"Before validation, automatically fill empty meta data"

This option will fill any found missing meta data with a predefined value. These meta data can be defined in the "Meta Data" dialog. Press the "Settings" button to launch that dialog.

"Require these meta data for the chosen output format"

This option determines whether the validation process also validates the "Meta data" of the project.

- "**Do not check meta data**": If this option is selected, EasePublisher will not validate the Meta data of the project.
- "**MandatoryMandatory**" is present and valid based on the guidelines set by the DAISY Consortium.
- "**Mandatory + RecommendedMandatory**" and "**Recommended**" is present and valid based on the guidelines set by the DAISY Consortium.
- "**Mandatory + Recommended + Optional**

"Report error on text event with no audio synchronized to it"

If this option is selected, an error will be reported for any text event that has no audio corresponding to it in the SMIL file.

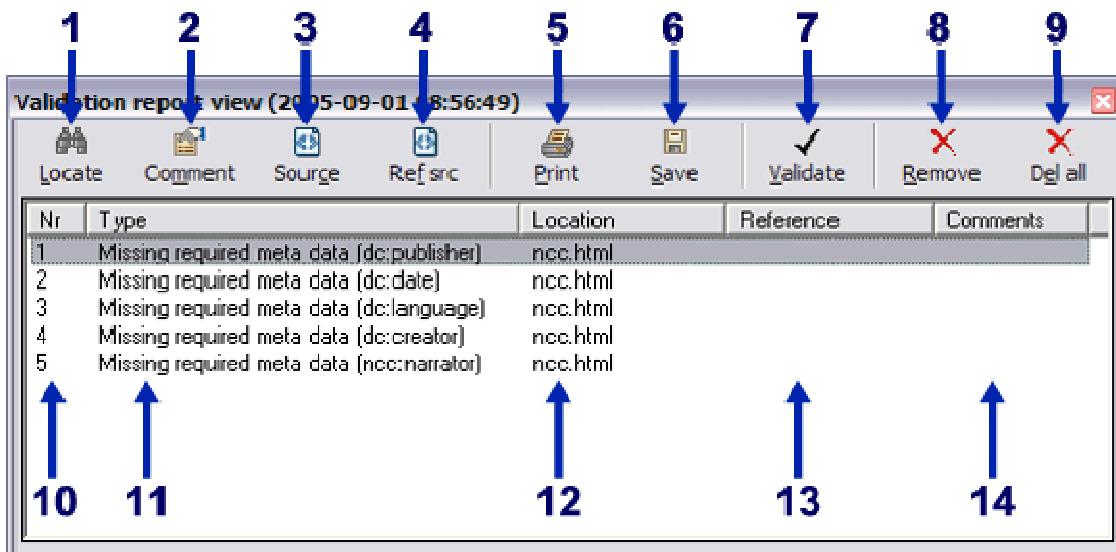
### 6.13.2 Validate project

Once the user is satisfied that the project is ready for validation and the validation settings have been chosen, the validation process can begin. From the top menu, select **Project>Validation>Validate project** or press <F8>.

If any errors are found, they will be displayed in the "**Validation report view**".

### 6.13.3 Validation report view

The "**Validation report view**" lists all detected errors and provides information to help the user rectify any problems.



1. Go to the location of the error in the project.
2. Edit the selected error's comment text.
3. View the invalid source location in the "Document source viewer"
4. View the selected error's reference file in the "Document source viewer"
5. Print the report.
6. Save the report.
7. Validate the project again.
8. Remove the selected error from the list.
9. Delete the report.
10. Report list number.
11. Information about the type of error.
12. Location of error.
13. Reference id of error.

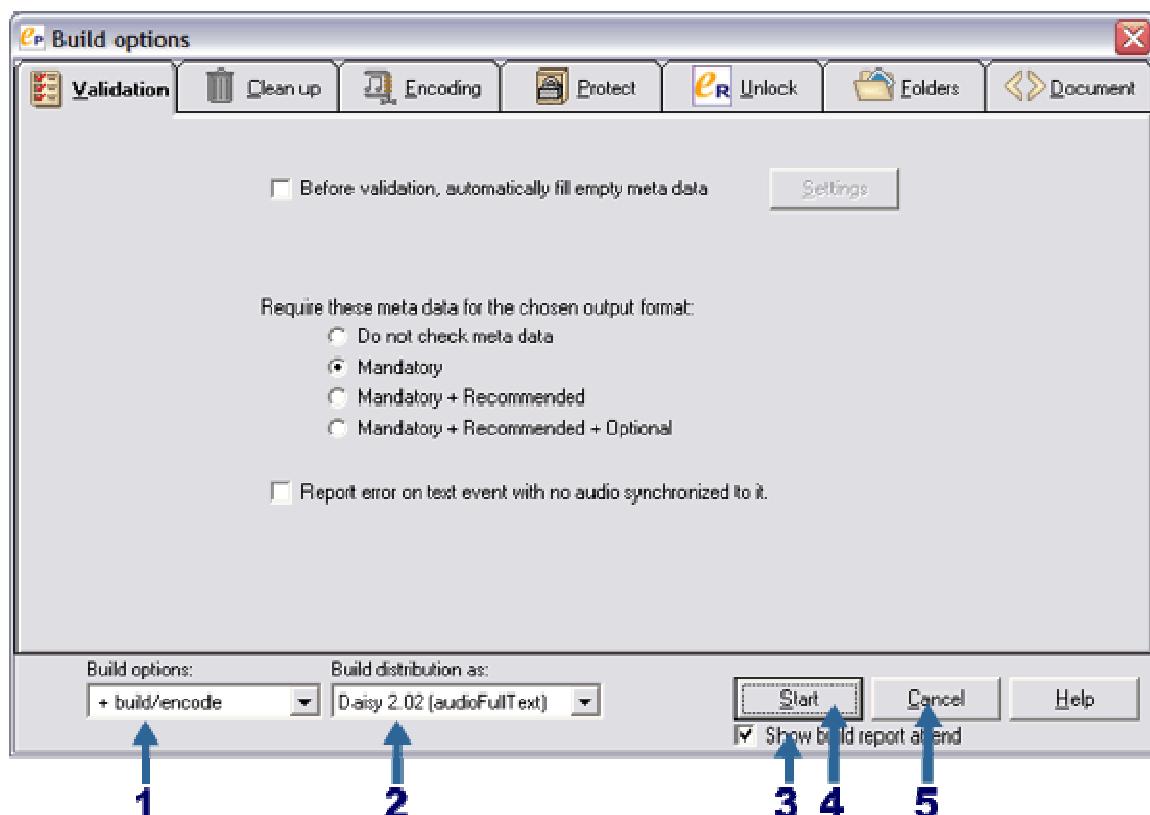
14. Comments about the error (Added by the user via double-click in the list or pressing the "Comments" button).

## 6.14 Building a project

Once a production has been completed (i.e. all editing, recording and synchronising has been done), it can be output into a required format to be distributed to end-users / consumers. This is known as the build process.

To begin the build process, from the top menu select **Project>Build project** or press <F9>. This will display the "**Build options**" dialog, with the addition of some functions to start the build process.

Build options consist of five categories that allow the producer to specify options for "**Validation**", "**Clean-up**", "**Encoding**", "**Protect**", "**Unlock**", "**Folders**" and "**Document**". Please refer to the earlier section detailing all of the "**Build options**" for full information on configuring the build process. When the desired settings have been made in build options, the build process can be started.



As previously mentioned, the "Build options" dialog that appears when **Project>Build project** or <F9> is selected, contains additional functions:

1. **"Build options"**: There are three options to choose from that are selected from the drop-down list.

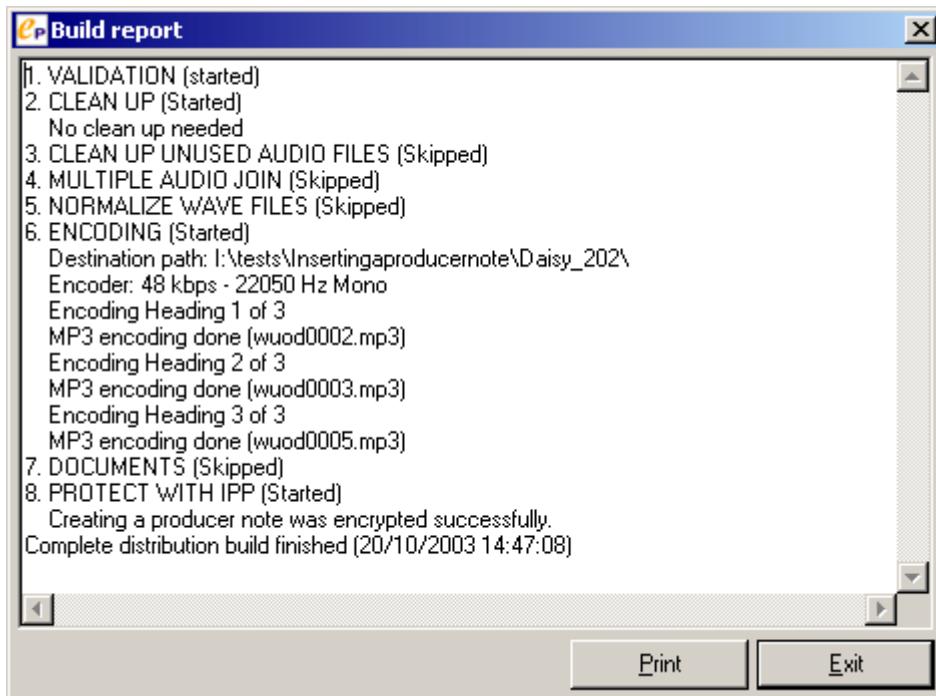
The first build options are "**Validate project**". This will just validate the project in the same way that selecting "**Project>Validation>Validate project**" <F8> from the top menu will do so.

The next option "**+ cleanup audio**" will, in addition to validating the project, also remove any unused audio files that were created during the recording and editing of the production.

The final option "**+ build/encode**" will, in addition to validating the project and performing a cleanup of the audio, build the project based on the users build process settings and distribute the file to a specific location and format. If the producer has selected to protect the content, this will be done when the "**+ build/encode**" option is selected.

2. **"Build distribution as"**: Here, the producer has the option to build the project as either a "DAISY 2.02 (AudioFullText)" book, "DAISY 2.02 (AudioNcc)" book, or a "Z39.86-2002 (AudioNcx)" book.

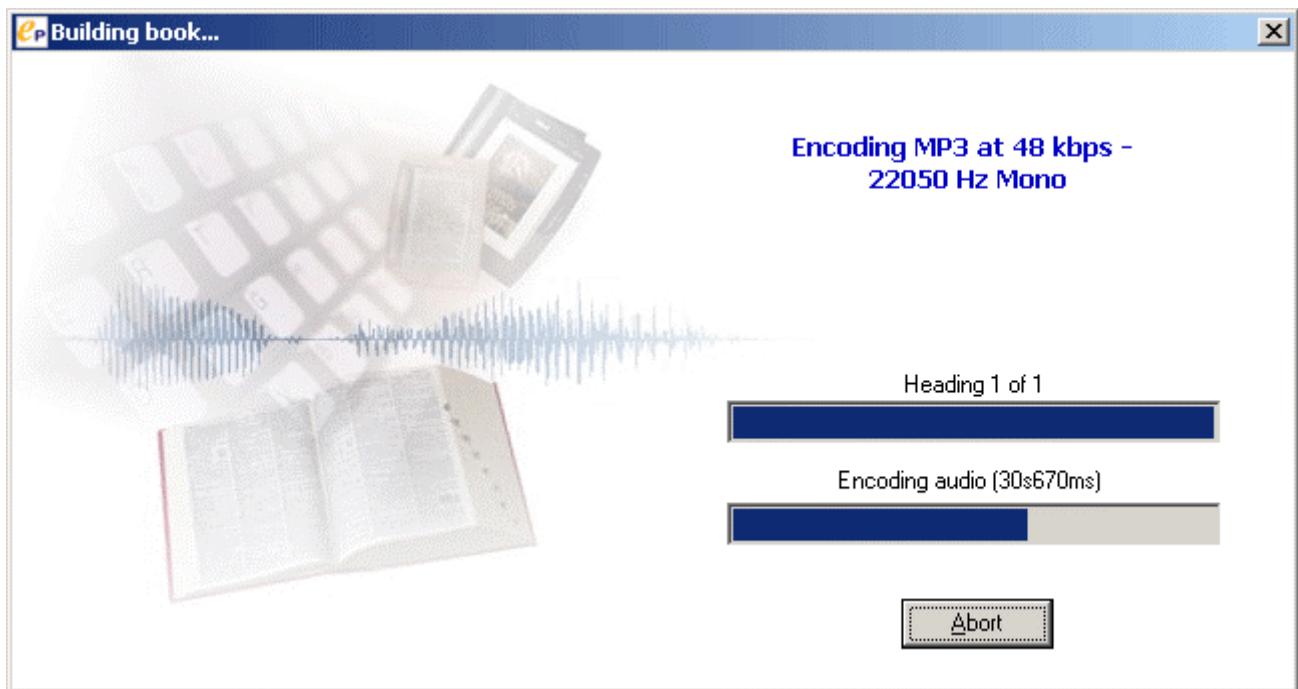
3. "**Show build report at end**": If this checkbox is selected, a build report will be produced and displayed when the build is completed.



If required, pressing the "Print" button can print the build report.

4. "**Start**": This will begin the build process.

5. "**Cancel**": This will cancel the build process and close the "**Build options**" window.



Pressing "**Abort**" in the "**Building book**" dialog will abort the build process.

## 6.15 Creating Protected Digital Talking Books (PDTB's)

Using EasePublisher, it is possible to create a DTB that prevents the documents contained within from being displayed in any application other than an IPP\* enabled DAISY player. This is known as a **Protected Digital Talking Book (PDTB)**. To create a PDTB, the producer needs to encrypt the project and create a "**User Access Key** (UAK)" as part of the "**Build**" process.

\*Intellectual Property Protection - A way of encrypting DAISY books to prevent unauthorised use, developed by the DAISY Consortium.

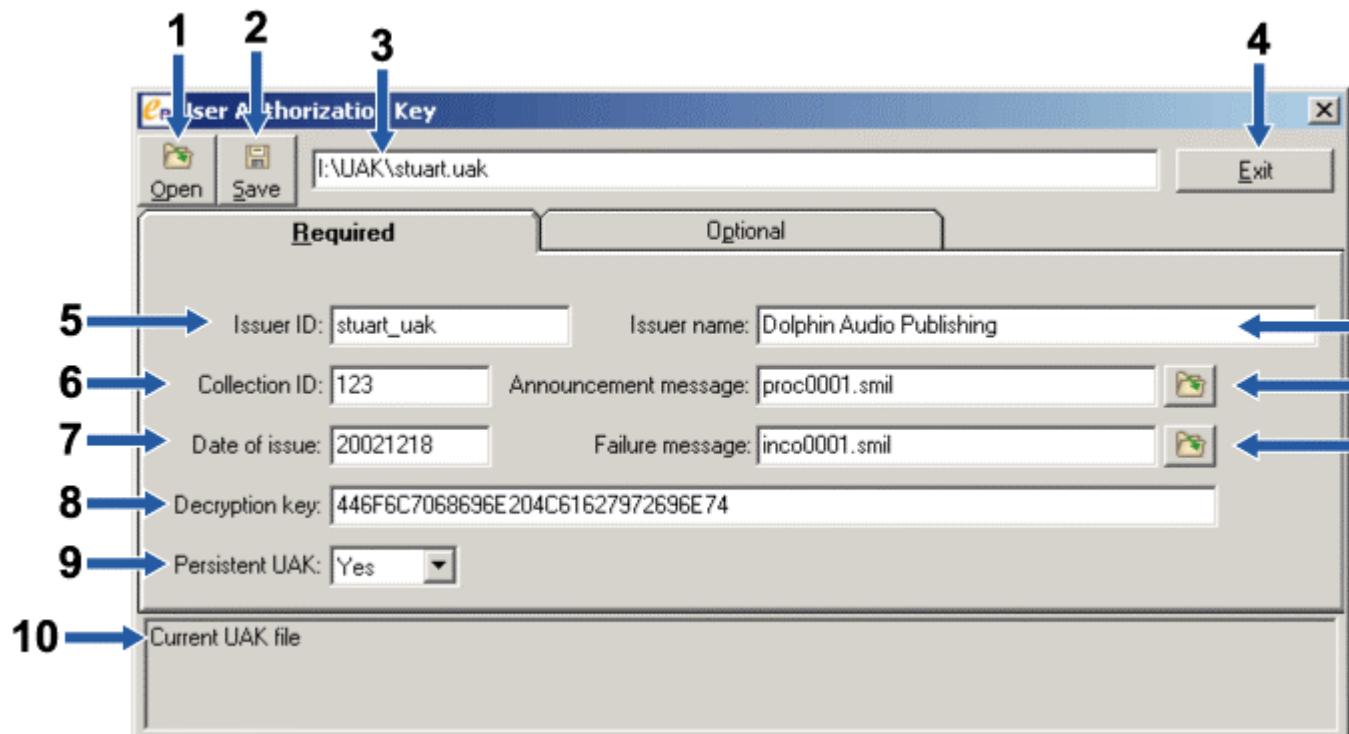
### 6.15.1 Creating a User Access Key (UAK)

A PDTB uses something called a **User Access Key (UAK)** to unlock the content in a DAISY player that supports the system. Therefore, the first step is to create a UAK.

Generally, an organisation will use either one UAK for all content or several UAK's that are predefined for different types for materials.

The UAK contains organisation specific information; that are both required and optional. The UAK can be delivered together with the book, be predefined in the player or (if the player supports it) loaded separately into the player. The dialog box in EasePublisher contains a brief description of each item, visible in the bottom of the "**User Authorization Key**" dialog. To launch the UAK dialog, select **Tools>User Authorization Key**.

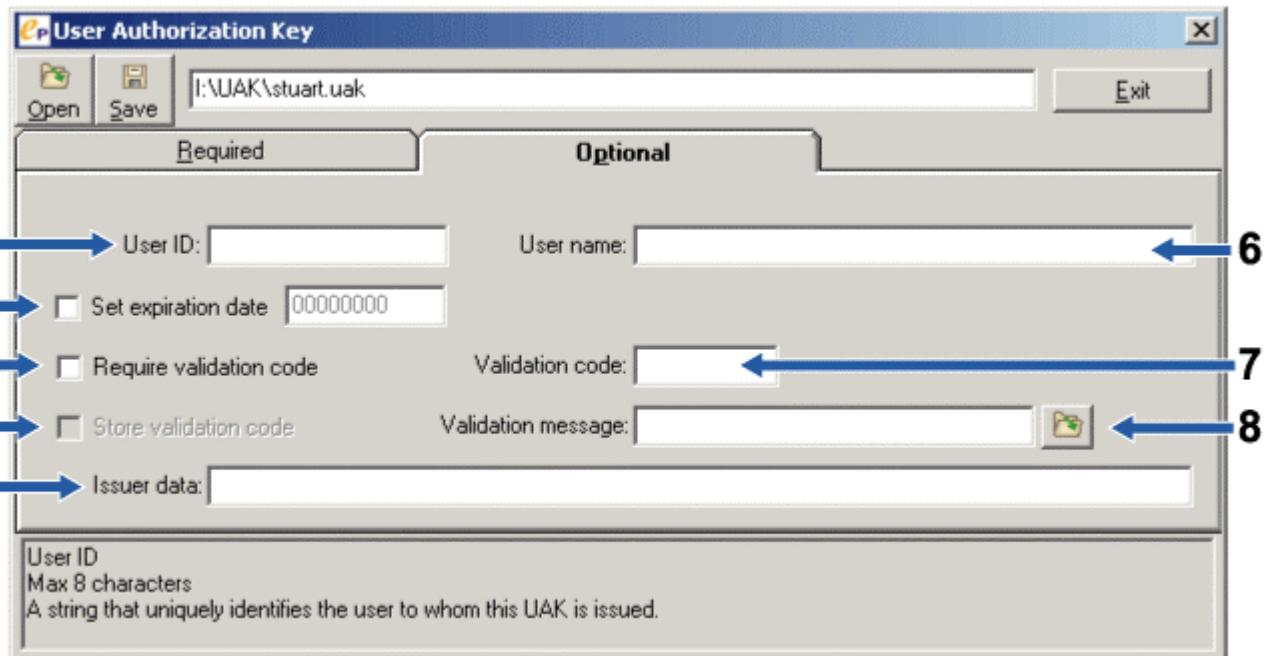
Required Data:



1. Open an existing UAK.
2. Save current UAK.

3. Location and name of currently open UAK file.
4. Exit the UAK dialog.
5. Issuer ID – A string that uniquely identifies the issuing organisation (Max 16 characters).
6. Collection ID – A numerical string, identifying the collection of books distributed by the issuer that is covered by this authorisation key (Max 8 characters).
7. Date of issue – A numerical string identifying the date of issue of this User Authorization Key. (Max 8 characters, Format YYYYMMDD).
8. Decryption key data – A random hexadecimal value of your choice. This is a hex string that is the "bitwise" complement of the decryption key data necessary to decrypt Book Keys. (Max 64 characters).
9. Persistent UAK authorization – Identifies whether the UAK should be stored by the reading system or not. Non-persistent UAK's must be distributed on the same media as the PDTB.
10. Description of current field.
11. Issuer name – A string giving the full name of the issuing organisation.
12. Announcement message – A SMIL file to be used as an announcement when the UAK is processed. This file must be located together with its audio and HTML document in the same directory as the UAK itself. Example of announcement message “Processing the user access key.”
13. Failure message – A SMIL file to be used as an announcement when the processing of the UAK fails. This file must be located together with its audio and HTML document in the same directory as the UAK. Example of failure message **“Incorrect access key. The authorization of the access key has failed. The copyright protected content will not be played.”**

Optional Data:



1. User ID – A string that uniquely identifies the user to whom this UAK is issued. (Max 8 characters)
2. Set expiration date – A numerical string identifying the date on which this UAK expires. If not selected, the UAK will never expire. (Max 8 characters, Format YYYYMMDD)
3. Require validation code - Determines if the user must enter a validation code when the book is loaded into the playback device. (Max 8 characters)
4. Store validation code - Determines if the validation code must be stored by the reading system or not. If 'yes', then the **"Persistent UAK authorization"** in the "Required" tab must also be set to "Yes".
5. Issuer data – A string containing any data the issuer deems necessary to add to the UAK.
6. User name – A string giving the user's name.
7. Validation code - The validation code that needs to be entered by the user. (Max 8 characters)

8. Validation message – A SMIL file to be used as a user prompt when requesting the validation code for the UAK. This is required if a validation code is present. This file must be located together with its audio and HTML document in the same directory as the UAK itself. Example of validation message “**Key installation PIN entry. Please enter your PIN code to confirm that you are entitled to read this material.**”

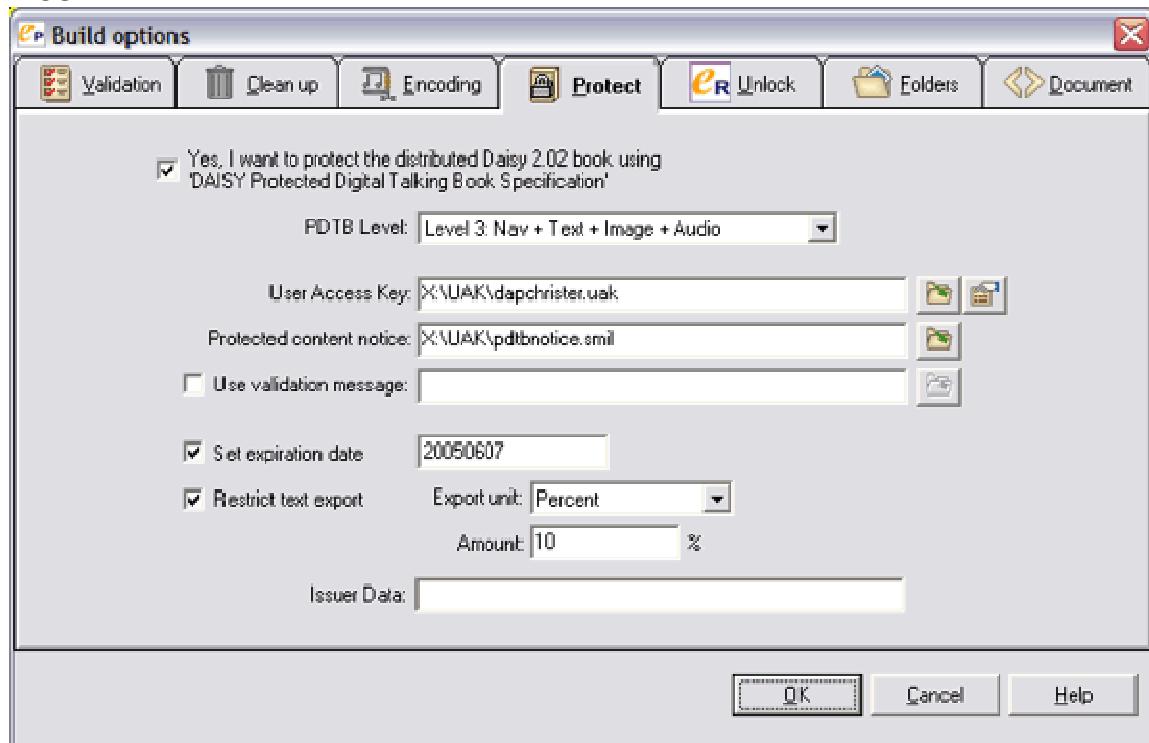
### 6.15.2 Creating the DAISY PDTB

The PDTB protection is unique for each book. It is created during the build process and is dependent on the UAK file used. The UAK directory must be located in the root of the directory of the completed book for it to play on IPP compatible DAISY players such as EasyReader.

The PDTB level determines which level the book should be protected to. There are 3 levels to select from:

- **Level 1** encodes the NCC.HTML, all SMIL files, all source documents (HTML) and all images.
- **Level 2** encodes the NCC.HTML, all SMIL files + scrambles the filenames of the audio files to make it harder to play them in order in, for example WinAmp.
- **Level 3** encodes the NCC.HTML, all SMIL files, all source documents (HTML) and all images + scrambles the filenames of the audio

files.



PDTB also requires the following information:

- "Yes, I want to protect the distributed book using 'DAISY Protected Digital Talking Book Specification'"**- Determines if PDTB is to be used in the build process.
- "PDTB Level"** – Determines the level of protection.
- "User Access Key"** – Select a UAK to be used for the PDTB.
- "Protected content notice"** – Determines the SMIL file that will be played if the player is unable to handle the protected content. Will be copied together with its audio and HTML file to the book folder.  
Example of content message **"Unable to play content. This playback system is unable to unlock and play the current copyright protected content."**
- "Use validation code"** – If the UAK file is locked with a PIN code, the producer can select to have the book locked (with the same key) too. If a validation code is used, a SMIL file has to be selected in order to play back a validation message. This file must be located together with its audio and HTML document in the same directory as the book.  
Example of validation message **"Key installation PIN entry. Please**

**enter your PIN code to confirm that you are entitled to read this material.”**

6. **"Set expiration date"** – A numerical string identifying the date on which this PDTB expires. If not selected, the PDTB will never expire. (Max 8 characters, Format YYYYMMDD)
7. **"Restrict text export"** – It is possible to restrict how much text can be exported from the book. This requires that the playback device support this. The restriction can be set in bytes or percentage.
8. **"Create a UAK"** - Launches the "User Access Key" dialog.
9. **"Export unit"** - Selects the value for the "Restrict text export" setting.
10. **"Amount"** - Allows a value to be added for the "Export Unit".
11. **"Issuer data"** – Field for additional information in the PDTB.

When protecting, the NCC.HTML will be named NCC.PDTB and a new, un-encoded NCC.HTML will be created that points out the first audio in the book and the **“Protected content notice”** SMIL file, so in a playback system which does not support PDTB, this is the only thing that will be played.

Note! The installation program has installed some example files in a sub folder of EasePublisher. The sub folder is called "PDTBMessages\_mp3" and contains templates for the BKA and UAK. You may load them into EasePublisher and see how they are constructed, but do not build any IPP books with these files. These files are only templates, to make it easier for you to create your own messages and IPP settings.

### 6.15.3 Summary of SMIL files needed for PDTB's

In order to function, a PDTB will need to be accompanied by the following SMIL files:

Protected content message

Consists of an HTML, SMIL and audio file. Used by the PDTB. The files are located in the same folder as the book. This message is part

of the substitute NCC.HMTL. This will only be played if the playback device cannot handle the encoded book.

The HTML file typically consists of a statement such as **“Unable to play content. This playback system is unable to unlock and play the current copyright protected content.”**

Announcement message

Consists of an HTML, SMIL and audio file. Used by the UAK. The files are located in the same folder as the UAK file. This message will be played when the UAK is processed (when opening the book). The HTML file typically consists of a statement such as **“Processing the user access key.”**

Failure message

Consists of an HTML, SMIL and audio file. Used by the UAK. The files are located in the same folder as the UAK file. This message will be played when the UAK is incorrect or not consistent with the PDTB files.

The HTML file typically consists of a statement such as **“Incorrect access key. The authorization of the access key has failed. The copyright protected content will not be played.”**

Validation message

Consists of an HTML, SMIL and audio file. Used by the UAK. The files are located in the same folder as the UAK file. This message will be played when the PIN code needs to be entered.

The HTML file typically consists of a statement such as **“Key installation PIN entry. Please enter your PIN code to confirm that you are entitled to read this material.”**

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